Faculty of Nursing

University of Toronto

Calendar

1993·94

Faculty of Nursing
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Toronto, Ontario
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AN INTRODUCTION TO THE FACULTY

The University of Toronto has been involved in nursing education since 1920 when the Department of Public Health Nursing was created. This department recognized the role that nurses were playing in community health both in prevention and in the delivery of nursing services to people with all types of illnesses who required care at home. These nurses required preparation beyond what was available through hospital based schools of nursing. In 1928 this department became a unit of the School of Hygiene but was reorganized in 1933 as an independent School of Nursing. A four year program leading to the degree B.Sc.N. was offered for the first time in 1942. The addition of graduate work in 1970 led to the establishment of a Faculty of Nursing in 1972.

Over the years, the B.Sc.N. program has changed in recognition of the changing nature of nursing. Registered nurses are admitted to a separate program that includes courses that are designed specifically for them as well as courses in which students who are studying nursing after graduation from secondary school are involved.

While the University of Toronto is large by any standard, the Faculty of Nursing strives to create an atmosphere where students feel part of a small community. There is a close working relationship between faculty members and students at both the undergraduate and graduate levels. While undergraduate students will find themselves in some classes with several hundred students, they will always experience small groups of 7-9 students working with one faculty member as they learn their clinical nursing theory and skills. Graduate seminars are composed of small groups of students (5-15) focusing on topics of mutual interest under the guidance of an expert faculty member. Students will find that they will get to know their classmates well and some of the relationships they form as students will last a lifetime. The Faculty of Nursing sets high standards for educational programs and expects students to meet them, but encouragement, support, and guidance are the strategies used to help students achieve excellence. The two primary goals of the Faculty are to foster students acquisition of sound knowlege and skills and to generate knowledge needed to enhance nursing practice.

OFFICERS OF THE UNIVERSITY

Chancellor	R. Wolfe, B.A.
Chair, Governing Council	R.J. McGavin, B.P.E., M.Sc., Ph.D.
President	J.R.S. Prichard, M.B.A., LL.B., LL.M.
Vice-President & Provost	J.E. Foley, B.A., Ph.D.
Vice President, Business Affairs and Chief Administrative Officer	B.P. Davies, B.Comm., M.P.A.
Vice-President, Computing and Communications	C.D. Sadleir, B.A.Sc., M.A.Sc., Ph.D., P.Eng.
Vice-President, Development and University Relations	G.C. Cressy, B.Sc., M.S.W.
Vice-President, Human Resources	M.G. Finlayson, B.A., M.A., Ph.D.
Vice-President, Research	J.F. Keffer, B.A.Sc., M.A.Sc., Ph.D., P.Eng
Vice-Provost	C.J. Tuohy, Ph.D.
Vice-Provost, Health Sciences	A.R. Ten Cate, B.Sc., Ph.D., B.D.S.
Vice-Provost, Staff Functions	D.B. Cook, B.A., M.A., Ph.D.
Assistant Vice-President, Finance	R.G. White, C.M.A.
Assistant Vice-President Operations and Services	J. Oliver, B.Com., M.Sc.
Assistant Vice-President (Planning) and University Registrar	D.W. Lang, B.A., M.A., Ph.D.
Assistant Vice-President, Research Services	P. Munsche, B.A., M.A., Ph.D.
Assistant Vice-President Student Affairs	W.D. Neelands, B.A., M.A., M.Div., Th.D.
Secretary of the Governing Council	J.G. Dimond, B.A., M.A., Ph.D.

FACULTY OF NURSING

Dean
Dorothy M. Pringle, B.Sc.N., M.S., Ph.D.

Chair, Undergraduate Programme
L. Joan Brailey, B.Sc.N., M.Sc.N.

Chair, Graduate Department of Nursing
Jane Graydon, B.Sc.N., M.S., Ph.D.

Admissions Officer
Sue Tripathi

Faculty Secretary
Cheryl Rhind

Graduate Student Affairs Secretary
Elaine Chu

Advisors to Post RN Students
Catherine Hardie, B.Sc.N., M.Sc.N.
Janice C. Monaghan, B.S.N., M.Ed.
Judith Young, B.Sc.N., M.Sc.N.

WOODSWORTH COLLEGE

Principal
N.M. Meltz, B.Comm., A.M., Ph.D.

Vice-Principal and Registrar
A.R. Waugh, B.A.

Programme Director
W.H. Batemen, B.A.

Associate Registrar - Systems
D. Owen, B.A.

Associate Registrar - Student Services
D.C. Nimmo, M.A., Ph.D., D.GERONT.

Director of Effective Study Programme
A. Stewart, B.A., M.A.

FACULTY 1992-93

Professor Emeritus

Margaret Allemang, M.N., Ph.D.
Kathleen E. Arpin, B.Sc.N., M.S.
Margaret C. Cahoon, B.A., M.Ed., Ph.D.
Helen M. Carpenter, B.S., M.P.H., Ed.D.
Rosella Cunningham, B.Sc.N., M.P.H.
Phyllis E. Jones, B.Sc.N., M.Sc.
M. Kathleen King, B.A., B.Sc.N., M.S.N.
Isabel MacRae, B.Sc.N., M.A., Ph.D.
Nora I. Parker, B.A., M.A., Ph.D.
Jeannette E. Watson, B.Sc.N., M.Sc.N.
M. Jean Wilson, B.A., B.Paed.

Full-time

Jacqueline S. Chapman, B.Sc.N., M.S.N., Ph.D., *Professor*
Dorothy M. Pringle, B.Sc.N., M.S., Ph.D., *Professor*
May A. Yoshida, B.Sc.N., M.N., *Professor*

L. Joan Brailey, B.Sc.N., M.Sc.N., *Associate Professor*
Dorothy M. Craig, B.A., B.Sc.N., M.Sc.N., *Associate Professor*
Gail Donner, B.Sc.N., M.A., Ph.D., *Associate Professor*
Jane E. Graydon, B.Sc.N., M.S., Ph.D., *Associate Professor*
Rebecca S. Hagey, B.Sc.N., M.A., Ph.D., *Associate Professor*
Ellen Hodnett, B.S.N., M.Sc.N., Ph.D., *Associate Professor*
Hilary Llewellyn-Thomas, B.Sc.N., M.Sc.N., Ph.D., *Associate Professor*

Patricia D. McKeever, B.N., M.Sc.(A), Ph.D. *Associate Professor*
Hattie Shea, B.S.N.Ed., M.S.N., *Associate Professor*

Ruth Gallop, B.Sc.N., M.Sc.N., Ph.D., *Assistant Professor*
Anne Moorhouse, B.A., M.A., M.H.Sc., Ph.D., *Assistant Professor*
Linda-Lee O'Brien-Pallas, B.Sc.N., M.Sc.N., Ph.D., *Assistant Professor*
Bonnie Stevens, B.Sc., M.Sc.N., Ph.D. *Assistant Professor*
Donna Wells, B.A., M.H.Sc., *Assistant Professor*

Mary-Elizabeth Bongers, B.Sc.N., Dip.C.S., *Senior Tutor*
Pushpa Butani, B.Sc.N., M.N., *Senior Tutor*
Diana H. Gendron, B.S.N., M.S., *Senior Tutor*
Pamela Khan, B.N., M.Sc.(A), *Senior Tutor*
Judith H. Watt-Watson, B.Sc.N., M.Sc.N., *Senior Tutor*
H. Francine Wynn, B.A., M.A., *Senior Tutor*

Lynn Blufarb, B.Sc.N., M.Sc.(A), *Tutor*
Claire Sheinman Cowan, B.S.N., M.S.N., *Tutor*
Catherine Hardie, B.Sc.N., M.Sc.N., *Tutor*
Janice Kopinak, B.A., M.H.Sc., *Tutor*
Christine Kurtz-Landy, B.Sc.N., M.Sc.N., *Tutor*
Frances Ross, B.S.N., M.Sc.N., *Tutor*
Stacey Williamson, B.Sc.N., M.H.Sc., *Tutor*
Elizabeth Wonnacott, B.S.N., M.S.N., *Tutor*
Gail Wilson, B.Sc.N., M.Sc.N., *Tutor*
Judith Young, B.Sc.N., M.Sc.N., *Tutor*
Lesley E. Young-Lewis, B.Sc.N., M.Sc.N., *Tutor*

Part-time

Carol J. Brehaut, B.Sc.N., M.Ed., *Associate Professor*
Barbara Johnson, B.Sc.N., M.Sc.N., *Associate Professor*
Karen Kaufman, B.S.N., Ph.D., *Associate Professor*
Dorothy M. Wylie, B.Sc.N., M.A., *Associate Professor*

Gail Mitchell, B.S.N., M.Sc.N.,Ph.D. *Assistant Professor*
Janice C. Monaghan, B.S.N., M.Ed., *Assistant Professor*
Lorraine Telford, B.Sc.N., M.N. *Assistant Professor*
Karen Wade, B.N., M.Sc.N. *Assistant Professor*

Elizabeth McCay, B.N.Sc., M.Sc.N., *Lecturer*

Karon Foster, B.Sc.N., *Tutor*
Gina Lypaczewski, B.Sc.N., M.Sc.(A), *Tutor*
Geraldine (Jody) Macdonald, B.Sc.N., M.Ed., *Tutor*
Paula Mastrilli, B.Sc.N., M.Sc.N., *Tutor*
Nancy Read, B.N., M.Sc.(A), *Tutor*

Cross-Appointment

Paul Corey, B.Sc., M.A., Ph.D., *Professor*
Martin Evans, B.Sc., M.Sc.Tech, M.I.A., Ph.D., *Professor*
Peggy Leatt, B.Sc.N., M.H.S.A., Ph.D., *Professor*

Victor Marshall, B.A., M.A., Ph.D., *Professor*
Richard Osborn, B.A., M.A., Ph.D., *Professor*
R. Jay Turner, B.A., Ph.D., *Professor*
Jack I. Williams, B.A., M.A., Ph.D., *Professor*

Ilsa Kalnins, B.A., M.A., Ph.D., *Associate Professor*
Heather Maclean, B.Sc., M.Sc., Ed.D., *Associate Professor*
Carol Rosenthal, B.A., M.A., Ph.D., *Associate Professor*

David Naylor, M.D., D.Phil., *Associate Professor*

Anne Hedlin, B.Sc.N., M.Sc., Ph.D., *Lecturer*

CLINICAL APPOINTMENT

Donna Biesenthal, B.S.N., M.H.Sc., *Associate Professor*
Paula Goering, B.S.N., M.S.N., Ph.D. *Associate Professor*
Kerry Marshall, B.N., D.H.A., *Associate Professor*
Frances L. Perkins, M.H.Sc., *Associate Professor*
Julia A. Shea, D.Ph.N., N.P., M.H.Sc., *Associate Professor*
Susan D. Smith, B.N.Sc., M.Sc.N., *Associate Professor*
Margaret Risk, B.Sc.N., M.Sc.N., *Associate Professor*

Janet M. Beed, B.N., M.Sc.N., *Assistant Professor*
Marilyn B. Booth, M.H.Sc., *Assistant Professor*
Barbara G. Brown, B.Sc.N., M.N., D.Grt., *Assistant Professor*
Evelyn C. Butler, B.N., M.P.A., *Assistant Professor*
Pamela Dawson, B.Sc.N.,M.S.N. *Assistant Professor*
Jane DeLacy, B.A.S., M.H.S. *Assistant Professor*
Joan E. Edwards, B.N.Sc., M.Sc.N., *Assistant Professor*
Dorothy Ferguson,B.Sc.N., M.B.A., *Assistant Professor*
Mary L. Ferguson-Paré, B.Sc.N., *Assistant Professor*
Anita Fisher, B.A., M.H.Sc., *Assistant Professor*
Margaret Fitch, B.N., M.Sc.N., Ph.D, *Assistant Professor*
Peggy Hutchison, B.Sc.N., *Assistant Professor*
Nancy Johnston, C.B.S., M.H.Sc., *Assistant Professor*
Patricia Kearns, B.N., M.N., *Assistant Professor*
Margaret Keatings, M.H.Sc., *Assistant Professor*
Allison McCollin, B.A.A.N., M.Ed., *Assistant Professor*
Gayle Mitchell, B.Sc.N., M.Ed., *Assistant Professor*
Sandra A. Mitchell, B.Sc.N., M.Sc.N., *Assistant Professor*
Beverley Moir, B.S.N., M.H.S.(A), *Assistant Professor*
Carolyn R. Moore, B.Sc.N., M.Sc.N., *Assistant Professor*
Eleanor Ross, B.Sc.N. M.Sc.N., *Assistant Professor*
H. Lynne Sage, B.A., M.Sc., *Assistant Professor*
Rivie Seaberg, B.Sc.N., M.P.M., *Assistant Professor*
Judith Shamian, B.A., M.P.H., Ph.D., *Assistant Professor*
Shirlee Sharkey, B.A., B.Sc.N., M.H.Sc., *Assistant Professor*

Linda G. Shortt, B.A., B.Sc.N., M.Ed., *Assistant Professor*
M. Virginia Sinnott, B.Sc.N. M.N.Sc.CHE., *Assistant Professor*
Leslee J. Thompson, B.Sc.N., M.Sc.N., *Assistant Professor*
Lori Jean Turik, B.Sc.N., M.P.A., *Assistant Professor*
Edna Wallhead, B.Sc.N., M.Sc.N., *Assistant Professor*

Catherine Adam, B.Sc.N., M.Sc.N., *Associate in Nursing*
Eileen M. Bourret, B.Sc.N., M.N., *Associate in Nursing*
Natalie Bubela, B.N.Sc., M.Sc.(A) *Associate in Nursing*
Heather M. Campbell, B.N., M.S., *Associate in Nursing*
Donna A. Clemmens, B.Sc.N., M.Sc.N., *Associate in Nursing*
Anne L. Coghlan, B.Sc.N., M.Sc.N., *Associate in Nursing*
Anne Marie Desjardins, B.S.N., M.S.N., *Associate in Nursing*
Ann Fisher, M.Sc.N. *Associate in Nursing*
Susan Galloway, B.Sc.N., M.Sc.N., *Associate in Nursing*
Doris Grinspun, B.A., M.S.N., *Associate in Nursing*
Lisa Hamilton, B.S.N., M.S., *Associate in Nursing*
Anne Jack, B.S.N., M.P.H., *Associate in Nursing*
Christine Jonas, B.Sc.N., M.Sc.N., *Associate in Nursing*
Wendy Kasta, B.Sc.N., M.Sc.N., *Associate in Nursing*
Judy Knighton, B.Sc.N., M.Sc.N., *Associate in Nursing*
Ruth N.F. Lee, B.Sc.N., M.Sc.N., *Associate in Nursing*
Anne Lennox, B.S.N.,M.P.H., *Associate in Nursing*
Anne LeGresley, B.Sc.N., M.S., *Associate in Nursing*
Jo-anne Marr, B..Sc., M.Sc.N., C.N.N.(c), *Associate in Nursing*
Patricia McCabe, B.A.A.N., *Associate in Nursing*
Emily McLeod, B.N., M.Sc.(A), *Associate in Nursing*
Beryl Pilkington, B.Sc.N., M.S.N., *Associate in Nursing*
Gillian Pucella, B.A., M.Sc.(A), *Associate in Nursing*
Anita Saltmarche, B.A.A.N., M.H.Sc., *Associate in Nursing*
Rani Srivastava, B.N., M.Sc.N., *Associate in Nursing*
Pamela A. Taylor, B.Sc.N., M.Sc.N., *Associate in Nursing*
L. Jean Trimnell, B.Sc.N., M.Sc.N., *Associate in Nursing*
Rika Vander Laan, B.Sc.N., M.Sc.N., *Associate in Nursing*
Leslie Vincent, B.Sc.N., M.Sc.(A), *Associate in Nursing*
Mary Lou Walker, B.S.N., M.H.Sc., *Associate in Nursing*
Evelyn Wexler, B.Sc.N., M.Sc.N., *Associate in Nursing*
Linda Young, B.Sc.N., M.Sc.N., M.Ed., *Associate in Nursing*

Tracey Allin, R.N.,B.Sc.N., *Clinical Assistant*
Sarah Bonner, R.N.,B.Sc.N., *Clinical Assistant*
Sheila Bruce, R.N.,B.Sc.N., *Clinical Assistant*
Debra Chorley, R.N.,B.A., *Clinical Assistant*
Catherine Couture, R.N., *Clinical Assistant*
Maureen Coward, R.N.,B.A., *Clinical Assistant*
Daphnie Egonu, R.N., *Clinical Assistant*
Pamela Frake, R.N. *Clinical Assistant*

Leanne Garratt,R.N., B.Sc.N., *Clinical Assistant*
Louise Glaude, R.N.,*Clinical Assistant*
Mary Glavassevich, R.N.,B.A., *Clinical Assistant*
Michele Jordan, R.N., B.N.Sc., *Clinical Assistant*
Christine Kocel, R.N.,B.Sc.N., *Clinical Assistant*
Lily Luy, R.N., B.Sc.N., *Clinical Assistant*
Karen McColm, R.N.,B.N., *Clinical Assistant*
Mary Margaret Murphy, R.N.,*Clinical Assistant*
Sherry D. Ree, R.N.,B.Sc.N., *Clinical Assistant*
Sally Rogers, R.N., B.N.S., Clinical Assistant
Olga Semple, R.N.,B.Sc.N., *Clinical Assistant*
Sandra Skrt, R.N.,B.Sc.N., *Clinical Assistant*
Mari Watkins,R.N., *Clinical Assistant*
Cathy West, R.N.,B.Sc.N., *Clinical Assistant*

ACADEMIC CALENDAR 1993-94

1993		
June 25	Friday	Last day for receipt of registration forms for supplemental examinations for the 1992W session
July 1	Thursday	Canada Day: University closed
July 19	Monday	Deadline for submission of all course selection forms for elective courses
August 2	Monday	Simcoe Day: University closed
August 3 August 6	Tuesday- Friday	Supplemental examinations for the 1992W session
August 20	Friday	Deadline for students in Years II, III, IV and Part-time study to submit completed registration material to the Admissions Officer
August 31 September 8	Tuesday- Wednesday	Registration period
September 6	Monday	Labour Day: University closed
September 13	Monday	Academic year begins
September 24	Friday	Last day to add A, F, H, and Y elective courses. Last day for all students to submit course selection forms to the Admissions Officer.
October 11	Monday	Thanksgiving Day: University closed
October 18 October 22	Monday- Friday	Students must confirm courses with the Admissions Officer
November 5	Friday	Last day to drop A and F elective courses without academic penalty
December 11	Friday	Last day of fall term lectures
December 13 December 22	Monday- Wednesday	Fall term examinations
1994		
January 3	Monday	Spring term classes begin
January 14	Friday	All accounts must be paid in full
January 14	Friday	Last day to enrol in B and S elective courses
February 1	Monday	Last day for Post-R.N. students to inform the Admissions Officer of transfer to full-time study for the subsequent year
February 11	Friday	Last day to drop H and Y elective courses and last day to withdraw from the full-time degree program without academic penalty

February 14 February 18	Monday - Friday	Reading Week: classes withdrawn
February 25	Friday	Last day to drop B and S elective courses without academic penalty
March 27 March 28	Sunday- Monday	First two days of Passover
April 1	Friday	Last day for receipt of applications for full-time and part-time study in the 1993 Winter session
April 1	Good Friday: University Closed	
April 9	Thursday	Last day of classes
April 11	Monday	NUR 406B clinical elective begins (to be completed in time for June Convocation)*
April 13 May 4	Wednesday- Friday	Examination Period
April 25 May 13	Monday- Friday	NUR 303B: three week block clinical experience
May 23	Monday	Victoria Day: University closed
June 24	Friday	Last day for receipt of registration forms for supplemental examinations for the 1993W session
August 1	Monday	Simcoe Day: University closed
August 2 August 5	Tuesday- Friday	Supplemental Examinations for the 1993W session

The first day of the fall term, or tests, will not be scheduled on Rosh Hashanah (September 16, 1993) or on Yom Kippur (September 25, 1993), examinations will not be scheduled on the first two and last two days (Saturday, April 2 and Sunday, April 3, 1994) of Passover.

Sessional dates may differ in other faculties or divisions and students are expected to check the appropriate calendar(s) in order to coordinate their schedules. Students are expected to abide by the withdrawal dates of this Faculty.

**Students having experience in northern settings are expected to spend 4 weeks in clinical practice (until May 6, 1994).*

SIGMA THETA TAU

The Faculty of Nursing sponsors the Lambda Pi Chapter of Sigma Theta Tau, an international nursing honour society. The purposes of this organization are to recognize academic excellence in nursing, to encourage research in nursing and to provide opportunity for communication between practitioners in the nursing community and those pursuing scholarly and educational interests.

Membership is open to undergraduate students with high standing in their class in Year III or Year IV; to those who have completed the Programme with high standing upon graduation; to graduate students who have completed one half of the required courses at a level significantly higher than that required for graduation. Membership in this organization endorses the quality of your achievement to date, and in itself provides a respected reference.

Enquiries about membership in Sigma Theta Tau are encouraged, and should be directed to the Chair of the Eligibility Committee, Lambda Pi Chapter of Sigma Theta Tau, in care of the Faculty.

STATEMENT ON THE BACCALAUREATE NURSE

The goal of baccalaureate nursing education is to foster development and growth towards leadership, leadership being here defined as the initiative and the ability to influence others through direction, guidance or example, so that the health care of individuals, families, and communities is improved or a high quality is maintained.

In order that the graduate can assume a leadership role, certain competencies are considered critical. Paramount among these is the ability to go beyond the application of principles in familiar situations to higher order problem-solving, in which a unique combination of concepts and principles is applied to the solution of unfamiliar problems. This ability must be accompanied by a capacity for decision-making as demonstrated by wise choices in uncertain situations which contain many alternatives. The above qualities must be underscored by a spirit of inquiry and comprehensive knowledge of a scientific and humanistic nature which provides the basis for excellence in the professional practice of nursing.

Integral to the competence of the graduates is respect for the dignity and worth of Man, and a concept of the professional person which includes a commitment to professional ethics and life-long learning and evaluation of and accountability for one's own practice.

Approved by Faculty Council
June 15, 1976
Revised and Approved by Faculty Council
January 15, 1985

PROGRAMS OFFERED

1 **Bachelor of Science in Nursing**
A four year full-time program, which is available to Ontario Secondary School Graduates.

2 **Bachelor of Science in Nursing for Registered Nurses**
A two year full-time program for Registered Nurses. Part-time study is also available through Woodsworth College.

3 **Master of Science**
A two year program that focuses on clinical specialization and research.

4 **Ph.D. in Nursing Science**

5 **Continuing Education**
A wide range of continuing education courses for nurses, jointly planned by the Faculty of Nursing and the School of Continuing Studies, is offered through the School of Continuing Studies, 158 St. George Street, Toronto, M5S 1A1, 978-6714.

6 Requests for programs for sponsored students from other countries are considered in the cases of nurses who are preparing for work in their own countries or for an international assignment.

7 For students who are coming in with a completed degree from a four year program, with high standing, opportunities may be available for accelerated progression through the Baccalaureate and Master's programs. Such arrangements will be considered on an individual basis.

UNDERGRADUATE PROGRAM

The nursing courses consist of a central core of nursing knowledge which is tested and applied in assisting individuals, families and groups to achieve health. Opportunities are provided for students to systematically assess individuals and families to determine nursing needs, to extend other nursing competencies and to assume increasing leadership in providing nursing care. Students have opportunities to collaborate with other members of the health team in the delivery of health care, to develop skill in critical thinking, in independent professional judgement and in understanding the significance of research to nursing. The program covers a four-year period; study in the humanities and sciences is associated with nursing through the program. The program is approved by the Accreditation Committee of the Ontario Region, Canadian Association of University Schools of Nursing. The student is prepared for registration under the Health Disciplines Act of the Province of Ontario and to receive the degree Bachelor of Science in Nursing (BScN).

<u>Present Curriculum</u>
<u>(to terminate in 1994-95)</u>

Year III

NUR 300Y Nursing Theory
NUR 301Y Community Health and Epidemiology
NUR 302Y Nursing Practice
NUR 303B Nursing Practice
NUR 305F Statistics
NUR 306S Research
Humanities or open elective*
Social Science elective**

Year IV

NUR 400Y Professionalism and Nursing Issues
NUR 401S Nursing Theory
NUR 402Y Nursing Practice
NUR 403Y Advanced Nursing
NUR 405F Nursing Ethics
NUR 406B Optional Clinical Elective

<u>Note:</u> The Faculty of Nursing is currently studying a redesign of the fourth year of the undergraduate program into a 12 month combined work-study program. In such a program students would derive income. Incoming students should be alert to the possibility that this might be the required pattern when they are in Year IV.

*** Students are required to complete two humanities electives and one additional (open) elective of their own choosing.**

**** The Social Science elective is to be a 3-year sequence. Social Science includes Anthropology, Economics, Geography, Political Science, Psychology and Sociology.**

Students in Year III are required to select their electives from a 200 or higher series course. Descriptions of these subjects are found in the Faculty of Arts and Science Calendar.

New Curriculum
(to commence in 1992-93)

Year I*
NUR 100Y Nursing Science I
NUR 101H Human Development
NUR 102F Professionalism and Politics
NUR 103H Family and Community
PSL 126Y Physiology
NFS 286S Nutrition
Humanity elective
Open elective

Year II*
NUR 200Y Nursing Science II
NUR 202H Family Nursing
MPL 202H Microbiology
CHL1489F Epidemiology
Philosophy
Social Science elective

A total of six elective courses are taken in the B.Sc.N. Programme. One is a guided choice humanities course, one is a guided choice philosophy course, two are open electives and two are social sciences. The social science elective can be chosen from any of: Psychology, Sociology, Anthropology, Political Science, Geography, Economics and core courses offered in Women's Studies. One of the social science electives you take must be at a 200 level or above. Please be advised that some social science courses require a 100 level course as a prerequisite.

Year III
NUR 300Y Nursing Theory and Practice
NUR 301F Issues in Health of Families and Community
NUR 302F Statistics
NUR 303S Research
Open elective
Social Science elective

Year IV
NUR 402Y Professionalism and Politics
Advanced Nursing Topics

*** Course descriptions are only available for Years I and II of the New Curriculum.**

B.Sc.N. Program for Registered Nurses

The B.Sc.N. program provides a broad base of preparation with a strong theoretical perspective that enables nurses to give high quality care to clients in a wide range of settings. The strengths of the program include integration of the natural and social sciences, humanities, and nursing courses. The focus is on critical thinking, independent decision-making, utilization of research findings in practice and leadership skills. The baccalaureate program is a multiple-entry program which provides richness from a variety of student backgrounds and interests.

B.Sc.N. graduates may proceed to a two year graduate program leading to the M.Sc. degree. A Ph.D. program in Nursing will be in place in September, 1993.

The B.Sc.N. program for registered nurses is available in either full-time or part-time study.

In full-time study, it is possible to complete the program in one calendar year plus one academic year. That is, it will be necessary to use the intervening summer for elective courses.

In part-time study, students may set their own pace as long as the total program is completed within 10 years of initial registration. In part-time study, the first NUR course taken should be NUR 310F. It is not possible to take the complete program in evening study and some clinical courses require more than one day per week. NUR402Y is normally taken concurrently with NUR403Y.

Students may transfer from full-time study to part-time study and vice versa. Each student is assigned an advisor who is available to assist with individual planning of the program.

Advanced Standing

The undergraduate program is a multiple-entry program. The point of entry for Registered Nurses is Year III. Thus automatic credit is given for the first two years of the baccalaureate program because of the previous nursing education and experience. Five full courses from the Faculty of Nursing are required in order to obtain the University of Toronto B.Sc.N. degree.

Applicants with previous university courses will be asked to submit course outlines describing the content of courses taken. At the time of admission, previous university courses will be assessed for transfer credit to our program.

Fees and Financial Assistance

Students entering the B.Sc.N. program in full-time study pay the full program fee which for 1992W was approximately $2200. To be considered "full-time" at the Faculty of Nursing, a student must be enrolled in at least four full courses. Part-time students pay fees according to the number of courses taken. The cost of each course in 1992W was approximately $450.00. All fees are subject to change every year.

Registered Nurses applying to the B.Sc.N. program may be eligible to receive awards and/or financial assistance during their study. For further information, please contact Ms. Cheryl Rhind, the Faculty Secretary, at 978-8533.

Joint Scholarship Program for RNs

The Faculty of Nursing at the University of Toronto and a number of its affiliated clinical agencies offer joint scholarships to Registered Nurses interested in pursuing a Bachelor of Science in Nursing. In order to qualify for the Scholarship program, candidates:
-must be Registered Nurses;
-must be accepted for admission at the Faculty of Nursing;
-must be employed and nominated for scholarship by the participating clinical agency.

Scholarship application forms are available from the nursing departments of the participating agencies. Students are responsible for the initial application fee and the incidental fees.

Year III

NUR 205S	Health Assessment*
NUR 300Y	Nursing Theory
NUR 301Y	Community Health and Epidemiology
NUR 305F	Statistics
NUR 306S	Research
NUR 310F	Theory Course for Registered Nurses
NUR 311S	Nursing Practice for Registered Nurses
PSL	Physiology*

2 Humanities electives
2 Social Science electives

Year IV

NUR 400Y	Professionalism and Nursing Issues
NUR 401S	Nursing Theory
NUR 402Y	Nursing Practice

NUR 403Y Advanced Nursing
NUR 405F Nursing Ethics
NUR 406B Optional Clinical Elective

*Challenge Examinations

If students feel that they have a strong knowledge base in Physiology and/or Health Assessment, they may choose to write a challenge examination in Physiology and NUR 205H in lieu of taking these courses. These challenge examinations are written in April-May and August of each year. The 1992W charge for writing each examination was $57.00.

Transcripts of students who are successful in a challenge examination will be noted as exempted (XMP) from that course. There will be no notation of the actual grade achieved or no notation on transcripts of students who are unsuccessful in a challenge examination. The unsuccessful student will simply take the course in question. Please note that the challenge examinations may not be attempted a second time.

Clinical Practice

Clinical practice is designed to apply and test theory and research findings through practice in hospital and community settings. This experience gives the student an opportunity to develop further the critical competencies expected of the baccalaureate nurse. Students select a practice area, consulting with the faculty and agency staff as appropriate, to provide high quality care and to further their own growth.

Elective Courses

Four elective courses are selected **in addition** to the one course in humanities or social science which is a prerequisite for the program. Considering the total of 5 elective courses as a group, 2 or 3 should be in the Social Sciences and 2 or 3 in the Humanities. Any 2 of the 5 electives should be a sequence, e.g. 2 courses in English or 2 courses in Sociology. At least 2 of the 4 electives taken while in the program must be at a 200 level or higher.

Explanation of Course Suffixes

Y = full-course given throughout the session has credit value of 1.0 (with exception of NUR 402Y)
B = full course given in a concentrated block of time (credit value of 1.0)
F = half-course given in first term (credit value of 0.5)
S = half-course given in second term (credit value of 0.5)
H = half-course given over the first and second terms (credit value of 0.5)

COURSE DESCRIPTIONS

CHL 1489F
Epidemiology. The study of the principles of scientific investigation of health and the prevention and control of illness in human populations. An examination of the uses of epidemiology and demography, an overview of disease and illness trends and issues, and a discussion of the relevance of epidemiology to health care will be included. 2 hrs per week.

MPL 202H
Introductory course in Medical Microbiology that complements NUR 200Y. Topics to be covered will be bacteria, viruses & fungus, and some associated diseases. Course offered on alternate weeks, 2 hrs per alternate week.

NFS 286S
Nutrition. This course addresses the role of diet in normal physiology and health. A number of lecturers cover topics such as the role of vitamins, minerals and macronutrients in the maintenance of normal function, diet and chronic disease, life cycle, vegetarianism, control of food intake and diet assessment. Two hours per week. (Offered by the Department of Nutritional Sciences, Faculty of Medicine.)

PSL 126Y
Anatomy and Physiology. An elementary lecture course in human physiology including a discussion of blood, muscle, nervous system, circulation, kidney function, respiration, digestion, endocrine glands, and reproductive system. Three hours of lecture per week and one hour of tutorial.

PSL 221Y
Basic Human Physiology. A survey course intended for students who are not proceeding further in physiology. Exclusion: any PSL course taken previously or concurrently.

PSL 225Y
Physiology. An elementary lecture and laboratory course in human physiology including a discussion of blood, muscle, nervous system, circulation, kidney function, respiration, digestion, endocrine glands, and reproductive system. Three hours of lecture per week.

Nursing Courses

The Undergraduate Program is developed around a core of nursing knowledge that is applied and tested in a variety of clinical settings. The clinical experience is provided concurrently during the academic year as well as in stated concentration periods. There is increasing opportunity for the student to develop skill in assessing patient, family and community needs, and planning, implementing and evaluating nursing care to meet these identified health needs. Content on teaching, group dynamics, research and professional development are integral components of the core theory and of application in the clinical experience.

NUR 100Y
Nursing Science I. This course will encourage the student to develop caring and communication skills with a variety of age groups. By understanding and appreciating the meaning of being old/young or the experience of birth and becoming a parent, the student will learn the skills inherent in therapeutic communication critical to the nursing role. The focus is on the healthy individual and family. Five-six hours per week.

NUR 101H
Human Development. This course is designed to introduce theories of human development across the life-span. Psycho-analytic, humanistic, cognitive, and psychosocial perspectives are critically analyzed with reference to nursing practice. The main goal of this course is to promote nursing students' understanding of factors influencing human development and the relevance of this knowledge to nursing practice. Throughout the course, a self-reflective approach to students' involvement with individuals and families is facilitated in order to enhance understanding of the developmental process. The work of such theorists as Freud, Piaget, Erikson, Havighurst, Kohlberg, and Gilligan will be analyzed. Different aspects of human development, including physical, psychological, social, spiritual, and moral development will be addressed. Two hours per alternate week.

NUR 102F
Introduction to Professionalism and Politics. An overview of the history of the nursing profession will be given as background to understanding current issues and trends. The development of nursing education, theory and research will be highlighted. A feminist perspective on nursing will be an important focus of the course. Ethical issues for nurses and the ethics of caring will be discussed. Political influences which have shaped Canada's Health Care System will be explored along with the development of nursing as an emergent political force. Two hours per week.

NUR 103H
Introduction to Family and Community. This course will explore the meaning of being in a family, group and community through a variety of transitions and contexts, such as life cycle and the urban environment. Families and groups/communities as interpreters of culture is a central theme. The student will also be introduced to theoretical perspectives of the family and assessment of families and groups/communities. Health and well-being as viewed by families and groups/communities will be

highlighted. Two hours per alternate week.

NUR 200Y
Nursing Science II. Restoring and maintaining individual integrity in the face of disruption. The focus of Year II is disruption in individual integrity. Conditions which cause disruptions in integrity may be physical, emotional, or social, and the disruptions may be manifested in these three areas. Year II will concentrate on physical conditions which cause disruptions and on the lived experience of persons who are ill. Care will be taken to relate psychosociocultural, community, and family aspects of illness for persons for whom students care. Students must practice clinical nursing in acute care settings at a satisfactory level to pass this course. 14 hours per week. Prerequisites: NUR 100Y, NUR 101H, NUR 102F, NUR 103H, PSL 126Y. Co-requisites: MPL 202H, NUR 202H, CHL 1489F

NUR 202H
Family Nursing
This course will explore the lived experience of being in a family threatened with disruptions such as illness, crisis, and death. It will examine the influencing factors of cultural context, changing relationships, situation and environment/context, and how families restore meaning. The nurse-family caring relationship is the central theme. Two hours per alternate week. Prerequisite: NUR 101H

NUR 205S
Health Assessment. This course is designed to increase the students' ability to assess the health status of an individual. The course focuses on the normal variations expected through the lifespan with discussion of common abnormalities encountered in practice. Equivalent of one hour per week.

NUR 300Y
Nursing Theory. This course focuses on nursing of families in health and illness. It is organized around five themes: nurse theorists and theorizing about nursing; attachment within the interpersonal context; human suffering; health and the lived body; and the institutional environment. Theories from a variety of disciplines are utilized throughout the course to reflect nursing's substantive base and to integrate the liberal arts with professional nursing. Equivalent of three hours per week. Prerequisites: NUR 200Y, NUR 202Y. RN's only - Pre or co-requisite: NUR 310F.

NUR 301Y
Community Health & Epidemiology
The study of major community health problems with a focus on the nursing role within the community health care system. Emphasis is placed on the prevention and control of these problems through an epidemiological approach and on health promotion for individuals, groups, and the community. Two hours per week.

NUR 302Y
Nursing Practice. The application and testing of theory through practice in hospital and community settings focusing on the comprehensive care of individuals of various ages and their families. Must be taken concurrently with NUR 300Y.

Ten hours per week. Prerequisites: NUR 200Y, 202Y.

NUR 303B
Nursing Practice. The experience is designed for consolidation and synthesis of theory and practice. The three-week block of practice provides opportunities for working in complex and ambiguous situations, collaboration with the health team, and development of leadership potential. Must be taken at the end of the session in which NUR 300Y and NUR 302Y are completed. Prerequisites: NUR 300Y, 302Y.

NUR 305F
Statistics. An introduction to statistical reasoning and to selected descriptive, parametric and non-parametric statistical procedures commonly used in nursing research. Data from studies of nursing problems will serve to illustrate principles and provide a basis for students to practise data analysis. The use of Minitab in data analysis is also introduced. Two hours lecture, one hour computer laboratory, per week.

NUR 306S
Nursing Research. An examination of the research process, selected nursing research studies, qualitative and quantitative methodologies used and the utilization of research findings in nursing practice. Two hours per week.

NUR 310F
Theory Course for Registered Nurses. This course is designed for RN students to critically analyze selected theories and concepts for nursing and of nursing. Theories and concepts such as stress, crisis, coping, learning, change, power, hope, vulnerability, and caring will be examined as they interface with nursing. Concepts and theories of nursing theorists, such as King, Roy and Orem, will be explored. Research, community and group process will be inherent in all the discussions. This course will be conducted in a lecture-discussion format with student participation expected. Three hours per week.

NUR 311S
Clinical course for Post-RN students. The application and testing of theories in depth and complexity through practice in hospital or community settings focusing on care of individuals and their families of various ages. The development of leadership abilities is emphasized. Nine hours per week, spring term. Prerequisite: NUR 310F. Prerequisite or Corequisite: NUR 300Y.

NUR 400Y
Professionalism and Nursing Issues. A study of professionalism and issues in nursing related to the development of nursing as a profession. The effects of the changing socio-economic environment and the political process on health care provision are also considered as they affect the development of nursing. Two hours per week. Prerequisites: NUR 300Y, 302Y, 303B.
RN's only - Pre or co-requisite: NUR310F.

NUR 401S
Organizational Systems and Nursing Care Delivery Patterns. An examination of the co-ordination of nursing care delivery patterns within organizational systems. Implications for utilizing nursing personnel to give care at the unit level will be included, along with methods of negotiation and conflict resolution

involving nursing and other health team members. Effects of symbolism, including metaphors, rituals and idealogies will be considered throughout. Two hours per week. Prerequisites: NUR 300Y, 302Y, 303B.
RN's only - Pre or co-requisite: NUR310F

NUR 402Y
Nursing Practice. The application and testing of theory through periods of continuous practice in acute care and community agencies. This experience gives the student an opportunity to develop further the critical competencies expected of the baccalaureate nurse, including depth of nursing knowledge, and synthesis of knowledge from a variety of disciplines with nursing practice. The student practises with increasing independence, consulting with faculty and agency staff as appropriate to provide high quality care and to further his or her own growth. Three days per week. In determining the average for the year, NUR 402Y will have the weight of two full courses. Prerequisites: NUR 300Y, 302Y, 303B.
RN's only - Prerequisites: NUR300Y, 310F, 301Y, 311S, 305F, 306S Pre or Co-requisites: NUR400Y, 401F and 405S. NUR403Y must be taken concurrently with NUR402Y.

NUR 403Y
Advanced Nursing. Promoting dialogue and critical analysis of concerns and issues related to each student's clinical practice. Throughout this course, students are expected to draw on clinical experiences as well as theory and research. Two hours per week. Prerequisites: NUR 300Y, NUR 302Y, NUR 303B.
RN's only - Prerequisites: NUR300Y, 310F, 301Y, 311S, 305F and 306S. Pre or co-requisites: NUR400Y, 401F and 405S. NUR402Y must be taken concurrently with NUR403Y.

NUR 405F
Ethical Issues in Nursing Practice. The purpose of this course in bio-ethics is to develop the facility to integrate ethical decision-making into nursing practice. To provide a foundation for ethical decision-making, fundamental ethical theories, values and concepts are studied. Then, the process of ethical decision-making is examined and developed by means of studying a number of clinical cases. There is opportunity for students to discuss specific ethical issues in their clinical practice. Students are divided into two groups: those who have taken Philosophy 281 and 282 and students who have not taken these two philosophy courses.Two hours per week. Prerequisites: NUR 300Y, 302Y, 303B.

NUR 406B
Optional Clinical Elective. This is an optional elective course which provides opportunity for an independent enrichment experience of continuous clinical practice in a setting of the student's choice. Minimum length is three weeks of five days per week. Prerequisite: NUR 402Y.

FEES AND OTHER EXPENSES

Students enroling in this Faculty must pay at least the first instalment of fees on or before the opening date of the session before they can be registered.

Each session students are required to pay tuition fees as established by the Governing Council and set out in the Schedule of Fees. Tuition fees normally consist of two parts: academic fees (including instruction and library) and incidental fees (including Hart House, Health Service, athletics and student organizations.)

Method of Payment

In no case can a student be registered without showing the receipt for paid fees or OSAP deferral. Students may pay by mail, in person, or at any branch of the banks listed in the Fees Information Booklet. Students who are eligible to register are mailed a Fees Invoice by their Faculty. This Fees invoice must be submitted with the appropriate payment according to the instructions in the Fees Information Booklet. If paid by mail, fees payment should be mailed early and must reach the Fees Department at least one week prior to student's registration day.

Payment must be made by money order or certified cheque in Canadian funds payable to 'The University of Toronto'. Cash is accepted only when payment is made in person at the Fees Department, 215 Huron Street.

Payment Deadlines (for the Winter Session)

Fees are due prior to registration and may be paid in full, or a minimum payment consisting of 60% of academic fees and 100% of incidental fees may be made as indicated in the Fees Information Booklet. All accounts must be paid in full by January 14th. In order to avoid delays and long queues, students are advised to pay their fees early.

Service Charges

Beginning October 15th all outstanding balances, regardless of the source of payment, are subject to a service charge of 1-1/2%, according to the instructions in the Fees Information Booklet.

Fees for Foreign Students

In accordance with the recommendations of the Government of Ontario, certain categories of students who are neither Canadian citizens nor landed immigrants are charged academic fees of approximately $12,000 per session. Refer to the Fees Information Booklet for details.

Sanctions for Non-Payment of Fees

Students who have not paid their accounts in full may not receive official statements of results, transcripts or diplomas and may not re-register at the University until these accounts are paid in full.

Late Registration Fee

Any student who registers after the final date for normal registration in his own faculty or school is required to pay a late registration fee of $43, plus $5 for each additional day.

Receipts for Income Tax

Tuition and Education Credit Certificates for income tax purposes are available in February. It is the responsibility of the student to advise the Admissions Officer of any change or new allocation of a social insurance number. If this information is not received, tuition fee certificates may be invalid for income tax deduction. There will be a $3 charge for the preparation of duplicate tax receipts.

Fees are subject to change at any time by approval of the Governing Council.

At the time of printing, fees are expected to rise.

Fees for Undergraduate Program**
(1992W)

Academic fee	$1895.00
*Incidental Fee	$292.87
Total Fee (if paid in one instalment)	$2187.87
First instalment due on or before Opening Day	$1430.00
Second instalment due January 14	$757.87***

Fees for Part-time Students**

For a course in any one subject for the 1992W session

Academic Fee (per full course)	$379.00
*Incidental Fee (payable once per session)	$94.85
Total	$473.85

***Collected with first instalment of fees payment.**
**** Canadian citizens, permanent residents, exempt foreign students**
*****plus service charge**

The Academic Fee includes the following fees: Library, Laboratory Supply, Annual Examination and Certificate or Degree.

The Incidental Fee includes the following fees: Students' Administrative Council, Athletic, Health Service, Undergraduate Association, Hart House, and The Varsity.

Uniforms

Students will provide their uniforms for hospital experience. In addition the student will need a pair of white oxfords and two white laboratory coats. Details and advice are available during Year I. The costs of these items is approximately $200.

Special Fees

1	PSL 221Y course fee	$3.00*
2	Supplemental examination fee	$30.00
	Additional outside centre fee	$11.00
3	Advanced Standing Examination Fee (per sitting)	$57.00
4	Late Registration Fee:	$43.00
	for each additional day:	$5.00
6	Official Transcript	$6.00
7	Duplicate Tax Receipts	$3.00
8	Petition for examination re-read:	$13.00
9	Photocopied materials for Nursing courses	
	Full-time Students	$10.00**
	Part-time Students per NUR-course	$2.50**
10	Equipment for Clinical Learning Lab	
	Year I Students	$46.00**
	Year II Students	$46.00**

* **Collected with first instalment of fees payment.**

** **Collected at Registration.**

IMPORTANT NOTICE

Changes in Programs of Study

The programs of study that our calendar lists and describes are available for the years to which the calendar applies. They may not necessarily be available in later years. If the University or the Faculty must change the content of programs of study or withdraw them, all reasonably possible advance notice and alternative instruction will be given. The University, however, will not be liable for any loss, damages, or other expenses that such changes might cause.

Changes in Courses

For each program of study offered by the University through the Faculty, the courses necessary to complete the minimum requirements of the program will be made available annually. We must, however, reserve the right otherwise to change the content of courses, instructors and instructional assignments, enrolment limitations, prerequisites and co-requisites, grading policies, and timetables without prior notice.

Changes in Regulations and Policies

The University has several policies that are approved by the Governing council and which apply to all students. Each student must become familiar with the policies. The University will assume that he or she has done so. The rules and regulations of the Faculty are displayed here. Applicable University policies are either fully displayed here or listed here.

In applying to the Faculty the student assumes certain responsibilities to the University and the Faculty and, if admitted and registered, shall be subject to the rules, regulations, and policies cited in the calendar.

Calendar Limitations

The University makes every reasonable effort to plan and control enrolment to ensure that all of our students are qualified to complete the programs to which they are admitted, and to strike a practicable balance between enrolment and available instructional resources. Sometimes such a balance cannot be struck and the number of qualified students exceeds the instructional resources that we can reasonably make available while at the same time maintaining the quality of instruction. In such cases, we must reserve the right to limit enrolment in the programs, courses, or sections listed in the calendar, and to withdraw courses or sections for which enrolment or resources are insufficient.

Copyright in Course Lectures

If a student wishes to tape-record, photograph, video-record or otherwise reproduce lecture presentations, course notes or similar materials provided by instructors, he or she must obtain the instructor's written consent beforehand. Otherwise all such reproduction is an infringement of copyright and is absolutely prohibited. In the case of private use by physically disabled students, the instructor's consent will not be unreasonably withheld.

1 Admission and Registration

Full details of the University of Toronto undergraduate admission requirements for 1993 are available on request from the Office of Admissions, University of Toronto, 315 Bloor St. West, Toronto, Ontario, M5S 1A3, (416) 978-2190 and from all Ontario secondary schools.

2 Admission Requirements

Possession of the minimum requirements does not ensure selection.

(a) Applicants from Ontario secondary schools:

Entrance to Year I of the Undergraduate Program is offered to candidates who demonstrate good standing, based upon the following evidence:

(i) Completion of secondary school studies, including six Ontario Academic Credits (OACs), including Biology, Chemistry and English 1/anglais. Mathematics is recommended. Students must be eligible to receive the Ontario Secondary School Diploma (OSSD).

(ii) A recommendation by the secondary school last attended regarding suitability for university studies.

Candidates presenting certificates other than OACs will have their certificates individually assessed for equivalency.

(b) Applicants with previous University Preparation:

Applicants with previous university courses will be required to submit the appropriate supporting documents as outlined in item #8 of this section. After being granted admission to the Faculty, previous university courses will be assessed for transfer credit to our program.

(c) Applicants who are Registered Nurses:

1. Graduation from a diploma program in nursing with a minimum B Standing or equivalent;
2. Current certificate of competence from the College of Nurses of Ontario;
3. Completion of one full university course in a Humanity or a Social Science with a minimum B- grade.

Possession of the minimum requirements does not ensure selection.

Application forms for admission to the B.Sc.N. program are available from:

Office of Admissions
315 Bloor Street West
University of Toronto
Toronto, Ontario
M5S 1A3 (416)978-2190

The application deadline for full-time study is April 1. The application deadline for part-time study is June 1. For Academic Session 1994-95, the deadline for application for part-time study will be

changed to April 1. The program commences in September.

Instructions about completion of the application forms, information relating to application fees, documents required and any other details about the application process will be included with the application form. A photocopy of current Certificate of Competence should be included with the application. All Registered Nurses applying to the B.Sc.N. programme for 1993-94 Academic Session are encouraged to submit two letters of reference, one from a recent supervisor and the other from a health care professional; a most recent resume and a statement of nursing interests and goals. In 1994-95, this material will become mandatory. Once all the required documents have been submitted to the Office of Admissions, a file is prepared for the candidate which is sent to the Faculty of Nursing for selection. The Faculty usually begins the selection process as early as May. Although the Faculty attempts to make decisions as quickly as possible, this procedure is ongoing, sometimes until late August.

3 Non-matriculant Applicants

A candidate of mature age (21 years of age or older on October 1st of the Winter Session, or July 15th of the Summer Session), who has lived in Ontario for a minimum of one year and is normally a resident of Ontario, may request admission to the Faculty if high standing has been obtained in OAC Chemistry, English and Biology or their equivalents. Woodsworth College offers pre-university courses in Chemistry and English which are considered equivalent to the OAC courses. The candidate's previous secondary school record will also be taken into account.

4 Applicants of Aboriginal Ancestry

Positions will be made available on an individual basis to applicants of aboriginal ancestry who are eligible for funding by the Government of Canada.

5 Student Visa Applicants

Up to five positions in Year I of the Undergraduate Program are available, on a competitive basis with all other applicants, to students on visas. Visa students should be aware that completion of the B.Sc.N. program of the University of Toronto does not necessarily ensure qualification to practice in their own countries.

6 English Facility

Candidates whose mother tongue is not English and who have not successfully completed more than two years in an English language school system* will be required to present proof of English facility by achieving appropriate standing on one of the following acceptable tests:

- Michigan English Language Assessment Battery (minimum score 90)
- Test of English as a Foreign Language (TOEFL) - (minimum score 580)
- British Council English Language Testing Examination
- Certificate of Proficiency in English Test (C.O.P.E. Test)

(minimum score - a total of 6 or above with no zero in any skill area and a score of no less than 2 in writing.)

***An English language school system must be located in a country where the first (native) language is English.**

Note: It is the responsibility of the applicant to ensure that one of the acceptable tests is taken. We strongly urge applicants to write one of the tests as early as possible, since test results take 4-6 weeks to reach our office.

7 Application Procedures

(a) Candidates currently in an Ontario secondary school should apply through their high schools using the General Application for Admission to an Ontario University.

(b) All other candidates should write to the Office of Admissions, giving details of their previous academic work. An application form and supporting documents should be submitted as soon as possible and not later than April 1st for full-time study and June 1 for part-time study. Only in circumstances which the Undergraduate Admissions Committee deems exceptional will a late application be considered.

8 Supporting Documents

Supporting documents include all final secondary school certificates held. These certificates must indicate the subjects studied and grades obtained. A notarized English translation must accompany transcripts that are in a language other than English or French.

In addition, a student who has previously attended a university or college must submit official transcripts, issued by the university or college previously attended, giving in detail the courses completed, with the standing and grades in each. A notarized English translation must accompany transcripts that are in a language other than English or French. The University of Toronto reserves the right to determine whether or not credentials of degree-granting institutions meet the standards for admission to the University of Toronto programs.

Enquiries regarding advanced standing should be directed to the Admissions Officer, Faculty of Nursing. Final decisions regarding advanced standing based upon previous university work will be determined by the Faculty of Nursing after the applicant has been admitted. Detailed course descriptions may be required.

For further information about admission requirements, consult the Office of Admissions, 315 Bloor Street West, (416) 978-2190, stating what credentials will be offered, with a listing of courses and grades obtained.

9 General Information for Applicants

(a) The University of Toronto operates several institution-wide student exchange programs:

University of Hong Kong
Chinese University of Hong Kong
University of the West Indies (Jamaica, Trinidad, Barbados)
Kyoto University, Kyoto, Japan
Humboldt University, Berlin, Germany

The University of Toronto also participates in two region to region student exchanges:

Ontario/Baden-Wurttemberg, Germany Student Exchange
Ontario/Rhone-Alpes, France Student Exchange

For further information regarding the exchanges, please contact the Institute for International Programs, Simcoe Hall, Room 10A, 27 King's College Circle, 978-4800.

(b) Candidates wishing an interview may arrange an appointment through the Admissions Officer of the Faculty, (416) 978-2863.

(c) Each candidate for admission will be informed of the University's decision as early as possible.

(d) Detailed instructions concerning registration and health requirements will be mailed to returning and newly admitted students before the beginning of each academic year.

(e) Part-time students in the Post-R.N. program may enrol in a maximum of 3.5 courses in the Winter Session and a maximum of 2 full courses in the Summer Session (no more than 1.5 courses or equivalent in a term). For students who have been granted advance standing or credit on admission, four courses will be considered a full-time program in each of the years in which advance standing or credit has been awarded.
Students who have not registered and completed courses in the part-time program for at least two consecutive sessions are required to request, in writing, permission for re-registration in the program through the Admissions Officer of the Faculty.
Requests for transfer to full-time study must be submitted to the Faculty of Nursing by February 1st for the subsequent year.

(f) Students are expected to participate in laboratory classes where observation and/or practice is carried out on themselves or on a fellow student. **Attendance at Clinical Practice is compulsory.**

(g) Students are required to possess a currently valid life support certificate (such as the Basic Rescuer Course offered through the Heart and Stroke Foundation) at registration in Years II, III, and IV.

10 Health Regulations

(a) For Admission
(all undergraduate students)

Applicants must send to the Faculty by August 27, 1993:

(i) a report from a physician on the form provided testifying to the general good health of the candidate;
(ii) a report from a physician on the form provided for current immunization against rubella, tetanus, diphtheria, poliomyelitis, measles, mumps;
(iii) a report from a physician regarding immunity to chicken pox;
(iv) report from a physician on examination for tuberculosis;
(v) Hepatitis B immunization is now required on admission and before commencement of clinical practice in Year II.

Current second, third and fourth year students should be aware that an increasing number of hospitals are requiring students to have Hepatitis B immunization before accepting them for clinical practice. Current students are strongly encouraged to have the Hepatitis B vaccine.

(vi) proof of registration in the Ontario Health Insurance Plan or its equivalent for medical and hospital insurance coverage.

It is the student's responsibility to ensure that the health form is properly completed and submitted. Students who fail to do so will not be allowed to enter clinical settings.

(b) During the Program

Yearly examination for tuberculosis is required of all students.

11 Petitions for Re-admission

Students who discontinue study at the end of any year of the Undergraduate Program may petition for re-admission with advanced standing on their return. This is granted on such conditions as the Admissions Committee may prescribe. When a period of over five years has elapsed since the courses previously studied were completed, these will be evaluated in terms of the content when the applicant seeks re-admission to the program. Permission to re-enrol in any calendar year will be determined by previous academic performance and places available.

Students re-admitted to the program are charged a re-admission fee of $24.00, payable at the time of registration.

12 Selection of Courses

Normally, all students in full-time attendance in the Faculty of Nursing will be expected to take a full program of studies each year as prescribed in the Faculty Calendar. For those students who have been granted advanced standing or credit on admission, four full courses or the equivalent thereof will be considered a full program in each of the years in which advance standing or credit has been awarded.

(a) Course Selection: Students in Years I, II and III must submit their course selection forms for approval to the Admissions Officer by July 19, 1993. After registration, students will have an opportunity to change their course selection until September 24, 1993 in consultation with the Admissions Officer. A student who has been granted credit for a course will not be permitted to repeat that course or its equivalent. A student may register for an extra course (a course not required for the B.Sc.N. degree) in addition to the regular program. It is not necessary for the student to pass the extra course but the standing will be recorded on the transcript. The average for the year is computed without the extra course. Registration for Returning Students will be conducted by mail. The deadline for submission of completed registration material to the Admissions Officer of the Faculty is August 20, 1993.

(b) Course Confirmation. In order to verify the computer loading of the courses and/or course selection changes ALL

students are required to confirm their programs during the week of October 18. Beginning October 25, a late confirmation fee of $6.00 will be levied.

While the Admissions Officer is always available to give advice and guidance, it must be clearly understood that the ultimate responsibility for the completeness, correctness and confirmation of course selection rests with the student. Failure to observe regulations and deadlines can result in academic and financial consequences.

13 Courses of Other Universities

Prior to taking courses at another university, students must request a Letter of Permission from the Admissions Officer to confirm acceptability of those courses for transfer credit. There is a $30.00 non-refundable fee for this request. Courses successfully completed on Letter of Permission will be recorded on the transcript only as a pass with no grade.

14 Withdrawals and Transfers

(a) Students who wish to withdraw or transfer should consult with the Admissions Officer.

(b) Students who wish to withdraw from any course must notify the Admissions Officer promptly. Merely ceasing to attend lectures or informing the instructor, although it is courteous to do so, does not constitute official withdrawal. Notice of withdrawal must be submitted to the Admissions Officer by the last day to drop a course without academic penalty as listed in the Academic Calendar (pages 12 & 13). Students who withdraw from the program must return their photographic identification, student and library cards with the notification of withdrawal. Students who (1) do not write the examination, or (2) cease to attend lectures after the last day to drop a course without academic penalty as listed in the Academic Calendar, without having officially withdrawn, will be assigned a mark consisting of the weighted average of the course work completed. Petitions for exception based on medical or compassionate grounds, together with supporting documents, must be submitted to the Faculty Secretary before the end of the examination period.

(c) A student may withdraw from the full-time Undergraduate Program without academic penalty up to February 11, 1994.

(d) Withdrawal from NUR 303B without academic penalty will be permitted any time prior to the final week of the course.

15 Petitions

Students should always consult the Admissions Officer for guidance if anything occurs that interferes with continuing or completing their courses. Students are responsible for knowing the rules and regulations in the Calendar. Failure to observe them can result in academic and/or financial penalties. However, students who have genuine difficulties in complying with a particular regulation may petition that it be waived or varied.

Students who are seriously ill or in personal crisis are encouraged not to write a final examination but to petition for a make-up examination at a later date.

Petitions regarding final examinations will be considered according to the procedures published in this Calendar. Petitions for special consideration in final examinations must be filed within one week of the last day of final examinations (December, May, or August), together with a medical certificate that includes a statement that the candidate was examined at the time of the illness, or other evidence to support the petition. Such petitions are to be submitted to the Faculty Secretary, and will be taken to the Committee on Standing only in the event that the student has failed the course(s) in question.

If the ability of a student to complete a course or the program is affected by illness or domestic problems, a petition may be made through the Faculty Secretary for consideration by the Committee on Standing. If there are adequate grounds for the petition, the status of the work done by the student will be determined as well as the steps, if any, that must be taken in order to complete the course or program. Such petitions must be filed before the last day of the final examinations (December, May or August) together with a medical certificate that includes a statement that the candidate was examined at the time of the illness, or other evidence to support the petition.

16 Code of Student Conduct

A. Preface

1. The University of Toronto is a large community of teaching staff, administrative staff and students, involved in teaching, research, learning and other activities. Student members of the University are adherents to a division of the University for the period of their registration in the academic program to which they have been admitted and as such assume the responsibilities that such registration entails.

2. As an academic community, the University governs the activities of its members by standards such as those contained in the Code of Behaviour on Academic Matters, which provides definitions of offences that may be committed by student members and which as deemed to affect the academic integrity of the University's activities.

3. The University sponsors, encourages or tolerates many non-academic activities of its members, both on its campuses and away from them. These activities, although generally separate from the defined requirements of students' academic programs, are a valuable and important part of the life of the University and of its students.

4. The University does not stand in *loco parentis* to its student members, that is, it has no general responsibility for the moral and social behaviour of its students, as if they were its wards. In the exercise of its disciplinary authority and responsibility, the University treats students as free to organize their own personal lives, behaviour and associations subject only to

the law and to University regulations that are necessary to protect the integrity and safety of University activities, the peaceful and safe enjoyment of University housing by residents and neighbours, or the freedom of members of the University to participate reasonably in the programs of the University and in activities in or on the University's premises. Strict regulation of such activities by the University of Toronto is otherwise neither necessary nor appropriate.

5. University members are not, as such, immune from the criminal and civil laws of the wider political units to which they belong. Provisions for non-academic disciplin should not attempt to shelter students from their civic responsibilities nor add unnecessarily to these responsibilities. Conduct that constitutes a breach of the Criminal Code or other statute, or that would give rise to a civil claim or action, should ordinarily be dealt with by the appropriate criminal or civil court. In cases, however, in which criminal or civil proceedings have not been taken or would not adequately protect the University's interests and responsibilities as defined below, proceedings may be brought under a discipline code of the University, but only in cases where such internal proceedings are appropriate in the circumstances.

6. The University must define standards of student behaviour and make provisions for student discipline with respect to conduct that jeopardizes the good order and proper functioning of the academic and non-academic programs and activities of the University or its divisions, that endangers the health, safety, rights or property of its members or visitors, or that adversely affects the property of the University or bodies related to it, where such conduct is not, for the University's defined purposes, adequately regulated by civil and criminal law.

7. Nothing in this Code shall be construed to prohibit peaceful assemblies and demonstrations, lawful picketing, or to inhibit freedom of speech as defined in the University.

8. In this Code, the word "premises" includes lands, buildings and grounds.

9. In this Code, "student" means a member of the University

i engaged in any academic work which leads to the recording and/or issue of a mark, grade or statement of performance by the appropriate authority in the University or another institution; and/or

ii registered in any academic course which entitles the member to the use of a University library, library materials, library resources, computer facility or dataset.

10. In the following, the words "University of Toronto" refer to the University of Toronto and include any institutions federated or affiliated with it, where such inclusion has been agreed upon by the University and the federated or affiliated institution, with respect to the premises, facilities, equipment, services, activities, students and other members of the federated or affiliated institution.

11. In this Code, where an offence is described as depending on "knowing", the offence shall likewise be deemed to have

been committed if the person ought reasonably to have known.

12. This Code is concerned with conduct that the University considers unacceptable. In the case of student members of the University, the procedures and sanctions described herein shall apply. In the case of other members of the University, such conduct is to be dealt with in accordance with the established policy, procedures and agreements that apply to the members.

B. OFFENCES

The following offences constitute conduct that shall be deemed to be offences under this Code, when committed by a student of the University of Toronto, provided that such conduct

i has not been dealt with as failure to meet standards of professional conduct as required by a college, faculty or school; and

ii is not specifically assigned to the jurisdiction of the University Tribunal, as in the case of offences described in the Code of Behaviour on Academic Matters, or to another disciplinary body within the University of Toronto, as in the case of sexual harassment as described in the Policy and Procedures; Sexual Harassment; and

iii occurs on premises of the University of Toronto or elsewhere in the course of activities sponsored by the University of Toronto or by any of its divisions.

1. Offences against persons

a. No person shall otherwise assault another person sexually or threaten any other person with sexual assault.

b. No person shall otherwise assault another person, threaten any person with bodily harm, or knowingly cause any other person to fear bodily harm.

c No person shall knowingly create a condition that unnecessarily endangers the health or safety of other persons.

d No person shall threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to her or his property.

2. Disruption

No person shall cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organized by the University of Toronto or by any of its divisions, or the right of another member or members to carry on their legitimate activities, to speak or to associate with others.

For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent. And silen or symbolic protest is not to be considered disruption under this Code. But noise that obstructs the conduct of a meeting or forcible blocking of access to an activity constitutes disruption.

3. Offences involving Property

a. No person shall knowingly take, destroy or damage premises of the University of Toronto.

b. No person shall knowingly take, destroy or damage any physical property that is not her or his own.

c. No person shall knowingly destroy or damage information or intellectual property belonging to the University of Toronto or to any of its members.

d. No person, in any manner whatsoever, shall knowingly deface the inside or outside of any building of the University of Toronto.

e. No person, knowing the effects or property to have been appropriated without authorization, shall possess effects or property of the University of Toronto.

f. No person, knowing the effects or property to have been appropriated without authorization, shall possess any property that is not her or his own.

g. No person shall knowingly create a condition that unnecessarily endangers or threatens destruction of the property of the University of Toronto or of any of its members.

4. Unauthorized Entry or Presence

No person shall, contrary to the expressed instruction of a person or persons authorized to give such instruction, or with intent to damage or destroy the premises of the University of Toronto or damage, destroy or steal any property on the premises of the University of Toronto that is not her or his own, or without just cause knowingly enter or remain in or on any such premises.

5. Unauthorized use of University facilities, equipment or services

a. No person shall knowingly use any facility, equipment or service of the University of Toronto contrary to the expressed instruction of a person or persons authorized to give such instruction, or without just cause.

b. No person shall knowingly gain access to or use any University computing or internal or external communications facility to which legitimate authorization has not been granted. No person shall use any such facility for any commercial, disruptive or unauthorized purpose.

Appropriate uses for University connections to external networks are described, for example, in the policy document " Appropriate Use Policy for the ONet Network".

c. No person shall knowingly mutilate, misplace, misfile, or render inoperable any stored information such as books, film, data files or programs from a library, computer or other information storage, processing or retrieval system.

6. False charges

No person shall knowingly or maliciously bring a false charge against any member of the University of Toronto under this Code.

7. Aiding in the Commission of an Offence

No person shall counsel, procure, conspire with or aid a person in the commission of an offence defined in this Code.

8. Refusal to comply with sanctions

No person found guilty of an offence under ths Code shall refuse to comply with a sanction or sanctions imposed under the procedures of this Code.

C. Hearing Procedures

Anyone who believes an offence under this Code has been committed, may initiate a complaint by bringing the matter to the attention of the principal of the college or dean of the faculty of the student who is alleged to have committed the offence.

D. Sanctions

The following sanctions or combinations of them may be imposed upon students found guilty of committing an offence under this Code.

Penalties that directly affect a student's registration in a program, such as suspension or the recommendation for expulsion, may be imposed only where it has been determined that the offence committed is of such a serious nature that the student's continued registration threatens the academic function of the University of Toronto or of any of its divisions or the ability of other students to continue their programs of study.

In addition, students found guilty may be placed on conduct probation for a period not to exceed one year, with the provision that one or more of the following sanctions will be applied if the conduct probation is violated.

1. Formal written reprimand

2. Order for restitution, rectification or the payment of damages

3. A fine or bond for good behaviour not to exceed $100

4. Requirement of public service work not to exceed 25 hours

5. Denial of access to specified services, activities or facilities of the University for a period of up to one year

6. Suspension from registration in any course or program of a division or divisions for a period of up to one year

7. Recommendation for expulsion from the University

17 Code of Behaviour on Academic Matters

The Governing Council of the University of Toronto has approved a Code of Behaviour on Academic Matters regarding academic discipline applying to students and members of the teaching staff of the University. The full text of the code is available from the Office of the Faculty Secretary. The Code is enforced by the University Disciplinary Tribunal.

Academic Offences

1. It shall be an offence for a student intentionally:
(a) to forge or in any other way alter or falsify any document or evidence required for admission to the University, or to utter, circulate or make use of any such forged, altered or falsified document, whether the record be in print or electronic form;
(b) to use or possess unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work;
(c) to personate another person at any academic examination or term test or in connection with any other form of academic work;
(d) to represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e. to commit plagiarism;
(e) to submit for credit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or program of study in the University or elsewhere;
(f) to submit for credit any academic work containing a purported statement of fact or reference to a source which has been concocted;

2. It shall be an offence for a faculty member intentionally:
(a) to approve any of the previously described offences;
(b) to evaluate an application for admission or transfer to a course or program of study by other than duly established and published criteria;
(c) to evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed.

3. It shall be an offence for a faculty member and student alike intentionally:
(a) to forge or in any other way alter or falsify any academic record, or to utter, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; (b) to cause action, threat or otherwise in a classroom, laboratory or examination room a disturbance, which the member knows or ought reasonably to know, obstructs the teaching of a course or the holding of a test or examination.

4. The following are offences to the extent that they relate to the teaching and learning relationship. It shall be an offence for a faculty member and student alike intentionally:
(a) to remove or copy or alter stored information such as books, film, data files or programs from a library, computer or other information storage, processing or retrieval system or its peripheral communications devices without proper authorization; or to mutilate, misplace, misfile, install or render inoperable any such information, program, system or devices or in any other way to deprive immediately or at some point in the future without authorization another member or members from using or having access to any such resource;
(b) to use in a substantial way any information storage, processor or retrieval facility such as a library, computer,

telephone, network or telecommunications system, or facsimile or photocopying equipment, or similar equipment, for any other purpose than that for which privileges for use or access have been granted;
(c) to access any University computer, library, or other information storage, processing or retrieval system or any personal academic file without proper authorization;

5. A graduate of the University may be charged with any of the above offences committed intentionally while he or she was an active student, when, in the opinion of the Provost, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

Parties to Offences

1. Every member is a party to an offence under the Code who intentionally:
(a) actually commits it;
(b) does or omits to do anything for the purpose of aiding or assisting another member to commit the offence;
(c) does or omits to do anything for the purpose of aiding or assisting any other person who, if that person were a member, would have committed the offence;
(d) abets, counsels, procures or conspires with another member to commit or be a party to an offence; or
(e) abets, counsels, procures or conspires with any other person who, if that person were a member, would have committed or have been a party to the offence.
Every party to an offence under the Code is liable upon admission of the commission thereof, or upon conviction, as the case may be, to the sanctions applicable to that offence.

2. Every member who, having an intent to commit an offence under the Code, does or omits to do anything for the purpose of carrying out that intention (other than mere preparation to commit the offence) is guilty of an attempt to commit the offence and liable upon conviction to the same sanctions as if he or she had committed the offence.

3. When a group is found guilty of an offence under the Code, every officer, director or agent of the group, being a member of the University, who directed, authorized or participated in the commission of the offence is a party to and guilty of the offence and is liable upon conviction to the sanctions provided for the offence.

Divisional Procedures

The Faculty in which a student is registered has responsibility over a student who commits an offence.

1. No hearing within the meaning of Section 2 of the Statutory Powers Procedure Act is required for the purposes of, or in connection with, any of the discussions, meetings and determinations referred to in Academic Offences item 1, and such discussions, meetings and determinations are not proceedings of the Tribunal.

2. Where an instructor has reasonable grounds to believe that an academic offence has been committed by a student, the instructor shall so inform the student immediately after learning of the act or conduct complained of, giving reasons,

and invite the student to discuss the matter. Nothing the student says in such a discussion may be used or receivable in evidence against the student.

3. If after such discussion, the instructor is satisfied that no academic offence has been committed, he or she shall so inform the student and no further action shall be taken in the matter by the instructor, unless fresh evidence comes to the attention of the instructor, in which case he or she may again proceed in accordance with item 2 above.

4. If after such discussion, the instructor believes that an academic offence has been committed by the student, or if the student fails or neglects to respond to the invitation for discussion, the instructor shall make a report of the matter to the dean.

5. When the dean has been so informed, he or she shall notify the student in writing accordingly, provide him or her with a copy of the Code and subsequently afford the student an opportunity for discussion of the matter. In the case of the dean being informed, the chair of the department and the instructor shall be invited by the dean to be present at the meeting with the student. The dean shall conduct the interview.

6. Before proceeding with the meeting, the dean shall inform the student that he or she is entitled to seek advice, or to be accompanied by counsel at the meeting, before making, and is not obliged to make, any statement or admission, but shall warn that if he or she makes any statement or admission in the meeting, it may be used or receivable in evidence against the student in the hearing of any charge with respect to the offence or alleged offence in question. The dean shall also advise the student, without further comment or discussion, of the sanctions that may be imposed (see Divisional Sanctions below), and that the dean is not obliged to impose a sanction but may instead request that the Provost lay a charge against the student. Where such advice and warning have been given, the statements and admissions, if any, made in such a meeting may be used or received in evidence against the student in any such hearing.

7. If the dean, on the advice of the instructor, subsequently decides that no academic offence has been committed and that no further action in the matter is required, the student shall be so informed in writing and the student's work shall be accepted for normal evaluation or, if the student was prevented from withdrawing from the course by the withdrawal date, he or she shall be allowed to do so. Thereafter, the matter shall not be introduced into evidence at a Tribunal hearing for another offence.

8. If the student admits the alleged offence, the dean may either impose the sanction that he or she considers appropriate (see Divisional Sanctions below) or refer the matter to the Provost and will inform the student in writing accordingly. No further action in the matter shall be taken by the instructor or the dean if the dean imposes a sanction.

9. If the student is dissatisfied with a sanction imposed by the dean, the student may refer the matter to the Provost for consideration.

10. If the student does not admit the alleged offence, the dean may, after consultation with the instructor, request that the Provost lay a charge against the student. If the Provost agrees to lay a charge, the case shall then proceed to the Trial Division of the Tribunal.

11. Normally, decanal procedures will not be examined in a hearing before the Tribunal. A failure to carry out the procedures referred to above or any defect or irregularity in such procedures, shall not invalidate any subsequent proceeding of or before the Tribunal, unless the chair of the hearing considers that such failure, defect or irregularity resulted in a substantial wrong, detriment or prejudice to the accused. The chair will determine at the opening of the hearing whether there is going to be any objection due to defect, failure or irregularity.

12. No degree, diploma or certificate of the University shall be conferred or awarded, nor shall a student be allowed to withdraw from a course from the time of the alleged offence until the final disposition of the accusation. However, a student shall be permitted to use University facilities while a decision is pending, unless there are valid reasons for the dean to bar him or her from a facility. A student upon whom a sanction has been imposed by the dean or who has been convicted by the Tribunal shall not be allowed to withdraw from a course so as to avoid the sanction imposed.

13. A record of cases disposed of and of the sanctions imposed shall be kept in the academic unit concerned and may be referred to by the dean in connection with a decision to prosecute, or by the prosecution in making representations as to the sanction or sanctions to be imposed by the Tribunal, for any subsequent offence committed by the student. Information on such cases shall be available to other academic units upon request and such cases shall be reported by the dean to the Secretary of the Tribunal for use in the Provost's annual report to the Academic Board. The dean may contact the Secretary of the Tribunal for advice or for information on cases disposed of under the Tribunal Procedure.

14. Where a proctor or invigilator, who is not a faculty member, has reason to believe that an academic offence has been committed by a student at an examination or test, the proctor or invigilator shall so inform the student's dean who shall proceed as if he or she were an instructor, by analogy to the aforementioned provisions.

15. In the case of alleged offences not covered by the above and not involving the submission of academic work, such as those concerning forgery or uttering, library or computer material or library or computer resources, and in cases involving cancellation, recall or suspension of a degree, diploma or certificate, the procedure shall be regulated by analogy to the aforementioned procedures.

<u>Divisional Sanctions</u>

1. One or more of the following sanctions may be imposed by the dean where a student admits to the commission of an offence:

(i) a written reprimand;

(ii) a written reprimand and with the permission of the instructor, the

resubmission of the piece of academic work, in respect of which the offence was committed for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
(iii) assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
(iv) assignment of a penalty in the form of a reduction of the final grade in the course in respect of which the offence was committed;
(v) denial of privileges to use any facility of the University, including library and computer facilities;
(vi) a monetary fine to cover the costs of replacing damaged property or misused supplies in respect of which the offence was committed;
(vii) assignment of a grade of zero or a failure for the course in respect of which the offence was committed;
(vi) suspension from attendance in a course or courses, a program, an academic division or unit, or the University for a period of not more than twelve months. Where a student has not completed a course or courses in respect of which an offence has not been committed, withdrawal from the course or courses without academic penalty shall be allowed.

2. The dean shall have the power to record any sanction imposed on the student's academic record and transcript for such length of time as he or she considers appropriate. However, the sanctions of sùspension or a notation specifying academic misconduct as the reason for a grade of zero for a course shall normally be recorded for a period of five years.

3. The Provost shall, from time to time, indicate appropriate sanctions for certain offences. These guidelines shall be sent for information to the Academic Board and attached to the Code as Appendix "C".

Tribunal Sanctions

1. One or more of the following sanctions may be imposed by the Tribunal upon the conviction of any student:
(i) the sanctions enumerated in clause (a) above;
(ii) recommendation of expulsion from the University. The Tribunal has power only to recommend that such a penalty be imposed. In any such case, the recommendation shall be made by the Tribunal to the President for a recommendation by him or her to the Governing Council. Expulsion shall mean that the student shall be denied any further registration at the University in any program and his or her academic record and transcript shall record permanently this sanction. Where a student has not completed a course or courses in respect of which an offence has not be committed, withdrawal from the course or courses without academic penalty shall be allowed. If a recommendation for expulsion is not adopted, the Governing Council shall have the power to impose such lesser penalty as it sees fit.
(iii) (a) recommendation to the Governing Council for cancellation, recall or suspension of one or more degrees, diplomas and certificates obtained by any graduate; or
(b) cancellation of academic standing or academic credits obtained by any former student who, while enroled,

committed any offence which if detected before the granting of the degree, diploma, certificate, standing or credits would, in the judgement of the Tribunal, have resulted in a conviction and the application of a sanction sufficiently severe that the degree, diploma, certificate, standing, credits or marks would not have been granted.

2. The jury shall have the power to order that any sanction imposed by the Tribunal be recorded on the student's academic record and transcript for such length of time as the jury considers appropriate.

3. The Tribunal may, if it considers appropriate, report any case to the Provost who may publish a notice of the decision of the Tribunal and the sanction or sanctions imposed in the University newspapers, with the name of the student withheld.

18 Access to Student Academic Records

The following is an implementation of the Policy on Access to Student Academic Records approved by the Governing Council of the University of Toronto, the full text of which is available from the Admissions Officer and the Graduate Student Affairs Secretary, Faculty of Nursing.

In keeping with the policy, the student academic record shall contain:

(a) personal information which is required in the administration of official student academic records such as name, student number, citizenship, social insurance number.

(b) registration and enrolment information;

(c) results for each course and academic period;

(d) narrative evaluations of a student's academic performance subsequent to his or her admission, used to judge his or her progress through an academic program;

(e) basis for a student's admission such as the application for admission and supporting documents;

(f) results of any petitions and appeals filed by a student;

(g) medical information relevant to a student's academic performance which has been furnished at the request or with the consent of the student concerned;

(h) letters of reference which may or may not have been provided on the understanding that they shall be maintained in confidence;

(i) personal and biographical information such as address and telephone number.

Students wishing to examine their academic records may:

(a) apply in writing to the Admissions Officer/Graduate Students Affairs Secretary;

(b) receive an appointment with the Admissions Officer/Graduate Students Affairs Secretary within two weeks of the application;

(c) examine, in the presence of the Admissions Officer/Graduate Student Affairs Secretary or designate, the content of their academic record, with the exception of those portions of the record which comprise letters of reference which have been provided on the understanding that they shall be maintained in confidence. During such

examination, the records shall remain in the Office of the Admissions Officer/Graduate Student Affairs Secretary and no documents shall be removed.
(d) a copy of any document, with the exception of those letters of reference which have been provided on the understanding that they shall be maintained in confidence, will be provided upon the student's request.

19 Academic Sanctions for Students Who Have Outstanding University Obligations

The following academic sanctions will be imposed on students who have outstanding recognized University obligations:
(a) statements of results or official transcripts of record, or both, will not be issued;
(b) the University will not release either the official document (normally called diploma) which declares the degree, diploma, or certificate earned, nor provide oral confirmation or written certification of degree status to external enquirers;
(c) registration will be refused to a continuing or returning student.

The following are recognized University obligations:
tuition fees; academic and other incidental fees; residence fees and other residence charges; library fines; loans made by colleges, faculties or the University; Health Service accounts; Bookstore accounts; unreturned or damaged instruments, materials and equipment.

In accordance with the University of Toronto Policy on Academic Matters, all students registered in the Faculty of Nursing who have an outstanding obligation, will be subject to academic sanctions. Payments made by continuing or returning students shall be applied first to outstanding University debts, and then to current fees.

20 Grading Regulations

(a) The Committee on Standing is responsible for implementing the University Grading Practices Policy, and for formulating, implementing, and administering Faculty regulations relating to the Grading Practices Policy. Regulations specific to the Faculty have been approved by Faculty Council.
(b) As early as possible in each course, and no later than the last day to enrol in the course, the methods by which student performance will be evaluated and the relative weight for different assessments will be made available in written form to the class.
(c) Normally, student performance in a course will be assessed on more than one occasion. No one essay, test, examination, etc. should have a value of more than 80% of the grade. Exemptions to this regulation may be granted by Faculty Council on the basis of criteria developed by the Committee on Standing. In such circumstances, a formal discussion of student progress and appropriate written commentary must be made available to the student at the midpoint of the course.
(d) After the methods of evaluation and their relative weights have been made known, they may not be changed without the consent of a simple majority of the students enroled in the course.
(e) All course grades submitted will be reviewed by the Committee on Standing before being released to students. The

Committee may request clarification of the evaluation methods used and of anomalous grade distributions, or may require that grades as submitted be reconsidered. No grades are final or shall be released to students as official until the divisional review procedure has been carried out.

(f) A final examination worth at least one-third of the final grade will be employed in all courses. Exemptions from this regulation may be granted by Faculty Council on the basis of criteria developed by the Committee on Standing.

(g) Commentary, appropriate in the instructor's judgement, on assessed term work, and time for discussion of it, will be made available to students.

(h) Grades, as an expression of the instructor's best judgment of each student's overall performance in a course, will not be determined by any system of quotas.

(i) Failing papers will be re-read automatically.

(j) Self-evaluation will not constitute any part of a grade in a course.

(k) Group-evaluation, where used, will not constitute more than 25% of the final grade, and will not be used without the consent of each member of the group.

(l) A student will be permitted one opportunity only during the Program to write a make-up examination if he/she has misread any information regarding a scheduled test or examination.

Conditions for Academic Standing

(a) Grade Scale and Definitions

In evaluating written work and clinical performance, grades will be assigned with reference to the following scale, meaning and definition:

Refined Letter Grade Scale	Numerical Scale of Grades	Meaning	Definition
A+ A A-	90-100% 85-89% 80-84%	Excellent	Extensive knowledge base; strong evidence of original thinking; capacity to critically analyze and synthesize; consistent ability to make decisions based on theory and critical evaluation.
B+ B B-	77-79% 73-76% 70-72%	Good	Sound knowledge base; original thinking; some critical capacity and analytic ability; ability to make decisions based on theory; ability to evaluate critically.
C+ C C-	67-69% 63-66% 60-62%	Adequate	Satisfactory knowledge base; some ability to analyze unfamiliar problems, make decisions, and evaluate critically.
D+ D D-	57-59% 53-56% 50-52%	Marginal	Unsatisfactory knowledge base; problem-solving limited to routine application of rules and/or based on inaccurate observation; errors of judgment in decision-making or limited ability to make decisions independently and limited ability to evaluate critically.
E	35-49%	Inadequate	Weak knowledge base; poor ability in problem- solving, decision-making and evaluation.
F	0-34%	Wholly Inadequate	Wholly inadequate; little evidence of even a superficial knowledge base; lacking in ability to problem-solve, make decisions and evaluate.

Designators: assigned to students instead of regular grades.

XMP: Exemption granted on the basis of credit for work done elsewhere. It carries credit for the course but is not considered for averaging purposes.
SDF: Standing deferred on the basis of incomplete course work because of medical or similar reasons (granted by petition or on the basis of an instructor's recommendation).
WDR: Withdrawn without academic penalty (granted upon approval of a student's petition for late withdrawal without academic penalty).

Note: The following notations may also appear on a student's record:

C: course taken for credit towards the degree
X: extra course, not for degree credit

(b) Requirements for Credit and Standing

Note: Two half courses are considered equivalent to one full course.

(i) To receive credit in NUR courses, the aggregate of the term and examination marks or, in those courses meeting the criteria for exemption from a final examination, the aggregate of all term work must equal a letter grade of C- or better.*
(ii) To receive credit in courses other than NUR courses, a candidate must obtain D- or better as the final grade in the course.
(iii) All prescribed term work shall be completed by the dates specified or a penalty may be imposed. Students will be so notified at the beginning of the year.
(iv) In clinical courses having more than one section (NUR 302Y and NUR 402Y), marks received in the fall and spring term rotations will receive equal weighting in the derivation of the final grade for the course.
(v) In order to obtain credit in NUR 100Y and NUR 200Y, students must achieve a pass in the clinical practice component of the course.
(vi) A student whose performance in any clinical course is unsafe, or whose attendance in any NUR course is deemed unsatisfactory, may be required to withdraw from a course, or may have his/her registration in the Faculty cancelled at any time by the Committee on Standing.

***To receive credit in NUR courses, a grade of C- or better is required. NUR 305F is exempt from this regulation; a candidate must obtain a grade of D- or better to receive credit in this course.**

For this purpose, unsafe performance is the display by a student in caring for a patient of (1) a lack of knowledge, skill or judgment, or (2) disregard for the welfare of the patient, of a nature or to an extent which indicates that the student is unfit to continue in a course or courses or to continue as a student in the Faculty (see p. 54, #22(f)).
(vii) To qualify for standing in the year, a full-time student must obtain credit in all or all but one and one-half of the courses of the year. The exception to this is that a student cannot carry any failure in a nursing theory or clinical course into the next year. Standing in each year will be determined when all course requirements of the year are fulfilled.
(viii) A part-time student must obtain standing on the initial attempt in at least 4 of the first 5.5 courses. If a student fails more than 1.5 of the first 5.5 courses or any subsequent set of 5.5 courses on the initial attempt, he or she must apply for re-admission to the program.
(iv) Normally, a student who has failed to attain standing and who is repeating the year must repeat all prescribed work in each failed course.
(x) A full-time student shall be on academic probation for a period of up to 16 months who (a) has an average of less than 60% in any academic year; or (b) has failed to achieve standing in 1.5 courses in any academic year. Consult page 54, #22(e) for more information.
(xi) Each clinical course must be carried through successfully. Supplemental examinations are not offered in clinical courses.

If students fail a NUR-course and (1) are not extended supplemental privileges, or (2) are extended supplemental privileges of which they do not avail themselves, or (3) fail the supplemental examination, it will be necessary to repeat the course before being allowed to register in the next higher year.*

(xii) In order to register in the next higher year, a student must have successfully completed all NUR courses of the year*, but may carry a condition in one non-NUR course into the next higher year.
(xiii) Normally candidates in the Undergraduate Program must have received credit in all courses of Year I before registering in Year III, including their elective requirements for that year, and in all courses of Year II before registering in Year IV.

Note: Consult page 53, #22 for further information concerning regulations on unsatisfactory work.

(xiv) Normally students may take elective courses required for the completion of the second or third year in the summer preceding the year in which the course is required. The summer course will be considered part of the following year's program. The grade obtained in the summer course will not influence the average of the following winter session but will enter into the determination of the student's standing for that year.

Occasionally students are granted permission to take elective courses in the summer session to complete outstanding requirements of the previous winter session. In such cases, the summer course will be considered part of the previous year's program, and will enter into the determination of the student's standing for that year.

(c) The Annual Examinations
(i) The annual examinations are held in April and May. Final examinations in the first term are held in December. All students are expected to be available until the end of the scheduled examination periods. Students who make personal commitments during the examination periods do so at their own risk; no special consideration will be given and no special arrangements made in the event of conflicts in such circumstances.
(ii) Access to copies of the previous final examination papers is contingent upon the approval of the course instructor. The Student Council is responsible for the distribution of these examinations.

***Not applicable in NUR 205S, 305F, 301Y, and NUR 306S.**

(iii) Within three months of the issue of final results, students may be allowed on request to review their final examination papers in any NUR-course in the presence of the instructor of that course. Examination papers may not be removed from the Faculty. Arrangements must be made with the Faculty Secretary.

If, upon inspection of this, a student wishes to have the examination paper re-read, a petition should be submitted to the Faculty Secretary for a fee of $13, outlining the student's reasons in detail. This must be done within three months of the issue of final results. Such a petition will be granted only when it contains specific instances of disagreement with the existing grading and an indication of the academic grounds for such disagreement. If the mark is changed as a result of this petition, the $13 fee for the petition will be refunded.

Students should note that when a course is failed, the examination must be re-read before the marks are reported, and instructors may not subsequently re-read any final examination except on the authority of a petition. Students must accept the fact that a re-reading may lead to a lowering of the mark, to a raising of the mark, or to no change.

(d) Supplemental Examinations

(i) Subject to the exceptions below, supplemental privileges may be offered at the discretion of the Committee on Standing to full-time and part time students as follows:

1. full-time students who have obtained standing in all but one and one-half courses in the year's work, have successfully completed the term work in the failed course, and whose overall average in the academic year is 65% or better;
2. part-time students who have failed a course but have successfully completed the term work of the course.

In reaching its decision, the Committee will take into consideration the student's overall academic record in the program.

(I) No supplemental privileges are offered in Arts & Science courses.
(II) No supplemental privileges are offered in nursing clinical courses.
(III) In Year IV, supplemental privileges may be offered at the discretion of the Committee on Standing to students who have obtained standing in all but one full course.

(ii) If a student has failed a course in which supplemental privileges are not offered, it shall be the responsibility of the student either to repeat the course or to select a suitable substitute approved by an appropriate advisor.

Note: A student who fails to obtain standing in one course and subsequently passes the supplemental examination in that course is nonetheless considered to have once failed to obtain standing.

(iii) Candidates for supplemental examinations scheduled in August must notify the Faculty Secretary within two weeks of the examination sitting if they do not wish to write one or more of the examinations for which they registered; otherwise the fee will be forfeited.

For dates of supplemental examinations, see Academic Calendar pages 12 & 13.

21 Averaging and Status

Averaging

There are two sessions (summer and winter) in each calendar year. An average is calculated, and status is assessed, following each session.

The average is the weighted sum of the percentage grades in all credit courses taken, divided by the number of credit courses taken. A half course carries half the weight of a full course. NUR100Y, NUR200Y and NUR 402Y carry the weight of two full courses.

Courses noted "SDF", "XMP", or "WDR" are not included in the average, nor are transfer credits, courses taken on letter of permission, or courses designated as "extra". The computation of the average will be delayed if "SDF" has been granted in any credit course.

Status

The following status designations may be assigned in the instances described:

a) **In Good Standing:** (1) a student who has successfully completed all credit courses taken in a session with an overall average of 60% or more; (2) a student who has passed a supplemental examination in a given course when the supplemental examination is the student's only remaining condition.
b) **Registration Cancelled:** (1) a student who twice fails to advance to the next higher year: (2) a student who fails to clear probation; (3) a student whose marks would invoke probation a second time in the undergraduate program.
c) **Failed Year - Registration Cancelled:** a student who fails more than 1.5 courses during a year.
d) **On Probation:** (1) a student who has an average of less than 60% in any academic year; or (2) a student who has failed to achieve standing in 1.5 courses in any academic year. See page 54, #22(e).
e) **Conditioned - May Proceed:** (1) a student who has failed one non-NUR course; (2) a student who has supplemental privileges in any course and who had not been placed on probation.
f) **Conditioned - May Not Proceed to the Next Higher Year:** a student who has not been placed on probation and who has failed a maximum of one NUR course (exception NUR 205H, 301Y, 305F, and 306S) and is required to successfully repeat the course before proceeding to the next higher year.
g) **Suspended:** see page 53, #22(c).

22 Regulations Concerning Unsatisfactory Work

(a) Students who fail to achieve standing in any year of the Program and who desire to re-enrol must petition the Faculty for permission. Permission to re-enrol in any calendar year will be determined by previous academic performance and places available.

(b) Normally the Faculty Council will not grant re-admission or further registration in the Faculty to any student who on two occasions fails to secure the right to advance to a higher year in the Faculty.

(c) Faculty Council may suspend a student from registration in the Faculty for a given period of time not exceeding two years and/or until the satisfaction of other conditions as it may see fit. Upon satis-

fying the conditions of the suspension, the student shall be eligible for consideration to re-register in the Faculty.

(d) A student who does not write final examinations or who withdraws from the full-time program after February 11 (except for medical or similar reasons, for which proof must be submitted) will be regarded for the purposes of these regulations as having failed to obtain standing for the year.

(e) Probationary Status
A full-time student shall be on academic probation for a period of up to 16 months who:

i) has an average of less than 60% in any academic year; or
ii) has failed to achieve standing in 1.5 courses in any academic year.

A part-time student shall be on academic probation for a period of up to 16 months who:

i) has a cumulative average of less than 60% on the first set of 5.5 courses or any subsequent set of 5.5 courses;
ii) fails 1.5 of the first set of 5.5 courses or any subsequent set of 5.5 courses.

Probation will begin the day the grades are reviewed by the Committee on Standing. It must be cleared within 16 months of that date.

Clearing Probation

Requirements for the lifting of probation are:
1) successful completion of all courses taken during the probationary period;
2) clearance of any previously failed courses;
3) achievement of an average of 60% or better in the probationary period.

Students who fail to clear probation in the probationary period, or whose marks would invoke probation a second time in their undergraduate program will have their registration cancelled.

(f) Unsafe Performance
Unsafe performance is the display by a student in caring for a patient of (i) a lack of knowledge, skill or judgment, or (ii) disregard for the welfare of the patient, of a nature or to an extent which indicates that the student is unfit to continue in a course or courses or to continue as a student in the Faculty.

Procedures for Withdrawing a Student for Unsafe Performance

(1) The clinical instructor will identify unsafe performance, notify the student in writing, and discuss it with the student.

(2) The instructor will inform the lead teacher and the undergraduate chair immediately.

(3) A meeting of the student, clinical instructor, and the undergraduate chair will be held as soon as possible.

(4) An evaluation from a second clinical instructor experienced in the same clinical area who is mutually agreed upon by all 3 people will be sought. If mutual

agreement cannot be reached, the Dean will appoint a consulting instructor.

(5) The undergraduate chair, the primary instructor and the consulting instructor will decide whether the student will be withdrawn immediately or allowed to continue in the course.

(6) If withdrawn, the undergraduate chair will report the withdrawal to the next meeting of the Committee on Standing for approval.

23 Structures and Procedures for Academic Appeal

(a) An academic appeal is an appeal by a student:
- (i) against a decision as to the student's success or failure in meeting an academic standard or other requirement,
- (ii) as to the applicability to the student's case of any academic regulation.

(b) Structures:
- (i) The Academic Appeals Committee of the Council of the Faculty of Nursing has been established as the formal structure within the Faculty for the hearing of appeals. Within the Faculty, final decision on an appeal rests with this Committee which reports to Faculty Council for information.
- (ii) A further right of appeals is to the Academic Appeals Board of the Governing Council.

(c) Procedures:
- (i) In the event that a student feels that there is a cause for appeal and is considering a formal appeal, he/she should first arrange an interview with the Chair of the Undergraduate Program.
- (ii) If a formal appeal is to be launched, the student must consult the Faculty Secretary about the preparation and submission of the appeal.
- (iii) Time Limit - An appeal to the Faculty of Nursing Academic Appeals Committee must be submitted no later than six months after the decision from which the appeal is being taken has been communicated in writing to the appellant. An appeal to the Academic Appeals Board of Governing Council shall, except in exceptional circumstances, be commenced by filing a notice of appeal with the Secretary of the Board. Notice may be filed no later than ninety days after the decision from which the appeal is being taken has been communicated in writing to the appellant.
- (iv) The written notice of appeal must state the nature and grounds of the appeal. It is expected that a copy of any document(s) that will be used in support of the appeal will accompany the form.
- (v) The appellant has the right to appear before the Academic Appeals Committee in person, with or without counsel or other adviser. If the appellant intends to be represented by counsel, this must be communicated to the Chair of the Academic Appeals Committee on the notice of appeal.
- (vi) Receipt of the appeal will be acknowledged by the Chair of the Academic Appeals Committee in a form letter sent by registered mail or other receipted delivery.
- (vii) The Chair of the Academic Appeals Committee, along with the Faculty Secretary, will then set a date and time for the appeal to be heard. The appellant will be notified of the date, time and place of the meeting by registered mail or other receipted delivery.

(d) General Format for the Conduct of the Academic Appeals Committee Meetings:

(i) On entry to the Academic Appeals Committee Meeting, the appellant and/or counsel are informed that the members of the Committee have read but not discussed the appeal and related material.

(ii) Both parties and/or their counsel have the right to call and examine/cross-examine witnesses and present their arguments and submissions, including any new information. The parties are requested however to only highlight, and not repeat points already made in the submitted materials.

(iii) The Committee members may then wish to raise questions to the appellant about the evidence presented.

(iv) If the appellant has had a petition refused by another committee in the Faculty of Nursing that is relevant to the appeal, the chair of that committee will be asked to present the reasons for refusal. If it not possible to attend in person that chair will be asked to provide a written statement summarizing the reasons for the refusal of the petition.

(v) If the appeal concerns a faculty member, that person will be invited to attend the hearing to respond to the appeal. A written statement from the instructor may be elected as an alternative.

(vi) The appellant will be ensured the opportunity to make a final statement.

(vii) After both parties have completed their arguments and the members of the Academic Appeals Committee have completed the questioning of the parties, the student, his/her counsel, and any other person who has taken part in this hearing shall withdraw and the Academic Appeals Committee shall proceed to consider and determine their decision on the appeal.

(viii) The decision of the Academic Appeals Committee will be determined by a majority show of hands.

(ix) The decision of the Academic Appeals Committee will be sent by registered mail or other receipted delivery within four working days following the meeting at which the decision is made.

(x) When communicating the decision to the appellant, the Academic Appeals Committee will give a concise but complete statement of reasons for the decision.

24 Graduation

A student shall be eligible to receive a Bachelor of Science in Nursing degree when all requirements of the program have been satisfactorily met.

GENERAL INFORMATION

The Faculty of Nursing has offered a graduate program leading to a Master's degree since 1970. This program focuses on clinical specialization and requires a thesis. The program underwent a major restructuring in 1989 and the degree designation in 1992 changed from Master of Science in Nursing (M.Sc.N.) to Master of Science (M.Sc.). Provincial approval for a Ph.D. program in nursing was received in October 1992. Students will be accepted into the Ph.D. program starting September 1993. A program leading to a Master of Nursing (M.N.) degree, which will not require a thesis, will be offered starting September 1994.

The PhD program is designed to prepare nurse scientists with the analytical and research skills required for the study of clinical or administrative nursing problems. The completion of a thesis forms a major component of the program.

The M.Sc. program is designed to provide students with opportunities to develop expertise in a specialized area of clinical or administrative nursing practice and a beginning ability to design and undertake research. A major component of the program is the conduct of a thesis under the supervision of a faculty member. During the second term of second year, students take a clinical integrative course in which they select a practice setting and an expert practitioner or nursing administrator for guidance. During this course, students are expected to extend their practice or administrative skills, integrate research that is relevant to

that practice field and exercise program development skills.

The M.N. program will complement the M.Sc. program but focus on the development of practice and program development skills rather than research skills. Research will be included but the emphasis will be on the appraisal of research findings and their selective application in practice.

General Information (M.Sc. and Ph.D. Programs)

Grading Practices
Students should consult the School of Graduate Studies Calendar for information on grade scales and grading procedures. All assignments submitted for evaluation must be typed. A grade of B- is considered to be a warning of poor academic performance. All nursing course assignments given a B- grade will have been re-read and the grade confirmed by a second professor.

Alphabetic Character Following Course Number

Y - a full course
A - a full course offered in the first term
B - a full course offered in the second term
H - a half course
F - a half course offered in the first term
S - a half course offered in the second term
L - a course in which, for valid academic reasons, it is necessary to extend the work of the course into the term following the academic session/term in which the course is offered.

Applications

For application forms and further information, write to the Secretary, School of Graduate Studies, University of Toronto, Toronto, Ontario M5S 1A1. For applicants wishing more information, a personal interview can be arranged upon request to the Graduate Secretary, Faculty of Nursing, University of Toronto, 50 St. George Street, Toronto, Ontario M5S 1A1, Tel. 978-2067.

Fees for Graduate Students

Students should consult the "Fees" section in the School of Graduate Studies Calendar.

Access to Graduate Student Academic Records

Students should consult page 46 of this Calendar regarding the policy and procedures for access to graduate student records.

Departmental Appeals Procedure

Students may on occasion dispute substantive or procedural academic matters, including grades. The recommended route for the resolution of such disputes is first to discuss the matter with the instructor or the person whose ruling is in question; then, if the dispute persists, with the head of the graduate unit. Should the matter not be resolved, the student may appeal to the department's Appeals Committee not later than six months after the ruling in question or the reporting of the grade. The procedure for appeals at the departmental level is as follows:-

1 Appeals should be commenced by a written notice to the Chair of the Appeals Committee stating the nature and grounds of the appeal, accompanied by copies of any documents in support of the appeal.

2 Receipt of the appeal will be acknowledged by the Chair of the Appeals Committee in a form letter sent by registered mail or other receipted delivery.

3 Appeals must be submitted within three months of the date of official notification of the decision to which the appeal relates.

4 The Committee will hold a meeting as soon as possible following receipt of the appeal. The applicant will be notified of the date, time, and place of the meeting by registered mail or other receipted delivery.

5 If a conflict of interest is perceived in the membership of the Committee, by either the Committee members or the appellant, such conflict shall be resolved by the appointment of a substitute member for this appeal, by the Department Chair.

6 The student has the right to appear before the Appeals Committee in person, with or without counsel or other advisor. If the student intends to be represented by counsel, this must be communicated to the Chair of the Appeals Committee prior to the meeting of the Committee.

7 The student also has the right to call evidence and present argument in person or by counsel.

8 The Appeals Committee Chair shall vote only in the case of a tie.

9 The Committee will consist of three members of the Graduate Department of Nursing Science. Two of these will be nursing faculty from those listed in the School of Graduate Studies Calendar; the third member will be a student elected by the graduate students. One of the graduate faculty members will chair the committee.

10 A quorum will consist of the entire Committee.

If the dispute is not settled in the graduate department, the matter may be referred to the Associate Dean of the Division; and if it is not resolved, the student may make a formal appeal to the Applications and Memorials Committee of the School of Graduate Studies.

An appeal to the Applications and Memorials Committee shall be commenced by filing a notice of appeal to the Committee no later than six months after the decision being appealed has been communicated in writing to the appellant. Instructions and forms for an appeal may be obtained from the Secretary to Council.

A decision of the Applications and Memorials Committee may subsequently be appealed by a student to the Governing Council's Academic Appeals Committee. In accordance with its guidelines and procedures. An appeal to this Committee shall be commenced by filing a notice of appeal with its Secretary no later than ninety days after the decision being appealed has been communicated in writing to the appellant.

Ph.D. Program

The PhD program is designed to produce graduates who:

1. Understand the theoretical foundations of nursing science.
2. Appreciate the relationship between nursing science and the scientific basis of other health disciplines.
3. Demonstrate in-depth knowledge of a selected aspect of nursing science.
4. Are able to design and conduct research studies of relevance to nursing science.
5. Demonstrate commitment to ethical scholarship and collaboration in the furthering of knowledge, and have a critical and objective perspective on research.
6. Can contribute to the education of undergraduate and graduate nursing students.

Fields of Study

Students will elect to study in one of three research fields:

1. **Nursing Science of Healthy Individuals, Families and Communities**

   This field has its roots in health education, social support, and health promotion, from micro (nurse-client) to macro (community development) level.

2. **Nursing Science of Individuals and Families Experiencing Acute and Chronic Illness**

   This field is concerned with understanding and ameliorating the effects of acute and chronic illness on individuals and families, and encompasses both fundamental and applied research.

3. **Science of Nursing Administration**

   This field of study examines the factors that affect nurses' ability to provide high quality nursing care in various employment settings and strategies that can be used to improve nurses' worklife.

Admission

Candidates are accepted under the general regulations of the School of Graduate Studies. Meeting minimal requirements does not ensure admission.

Candidates for admission to the PhD program must have a University of Toronto M.Sc. degree in nursing, or a degree from an equivalent nursing program in a recognized university, which required a research thesis. Candidates must have achieved at least a B+ standing in their master's program.

The application process will involve:

1. Identification of and firm commitment from a potential PhD supervisor;
2. Submission of copies of official academic transcripts from each university attended by the applicant, curriculum vitae, and relevant publications;
3. Submission of a report of the applicant's scores on the Graduate Record Examination (GRE) aptitude test for verbal and quantitative ability;
4. Submission of a statement, about 300 words in length, indicating the

applicant's reasons for PhD study and future plans;

5. Submission of two letters of recommendation from professors familiar with the candidate's earlier graduate research, one of which must be from the master's research supervisor;
6. A personal interview with Ph.D. Applications Committee.

Deadline for application is February 1.

Program and Degree Requirements

In order to qualify for the degree, a candidate shall complete a program of study approved by the Graduate Department of Nursing Science. The program must include a thesis based upon an approved research problem. A comprehensive examination will be required upon the completion of course work. The student's thesis will be defended in the Departmental Oral Examination and the Final Oral Examination of the School of Graduate Studies.

The program requires two years of residence, during which the student must be registered for full-time study.

All requirements for the degree must be completed satisfactorily within six calendar years from the date of the student's first enrolment in the program leading to the degree of Doctor of Philosophy.

Courses

A Supervisory Committee will be formed for each student, the purpose of which will be to plan with the student a program of study and to monitor the student's progress. The course work will be designed not only to support the student's research but also to provide breadth and depth in the area under study. The program will include a minimum of four (4) half-courses, Faculty/Student Research Seminars, and a thesis, as outlined below.

Required Courses

NUR1080F Theoretical Perspectives in Nursing Science/B. Baigrie

THS9999Y Thesis

Faculty/Student Research Seminars

Elective Courses

One substantive half course in the student's field of study.*

One half course in research methodology to support the student's research.

One or more half courses to expand the student's knowledge base in her/his field of study.

Additional methodologic and statistics course(s) as needed to enhance student's knowledge base.

* Substantive courses for Ph.D. program are marked with asterisks under Courses, M.Sc. Program.

M.Sc. Program

The M.Sc. program is designed to enable students to meet the following objectives:

1. To develop in-depth knowledge in a specialized field of clinical nursing practice or nursing administration which will provide a foundation for study at the doctoral level or for professional practice at an advanced level;
2. To develop research skills sufficient to conduct a study and to engage in systematic evaluation of research and scholarly works;
3. To contribute to innovations in health care and health services through collaboration with other professionals and consumers;
4. To influence nursing as a profession through the exercise of leadership.

Careers of Graduates

The purpose of the M.Sc. program is to prepare advanced practitioners in clinical nursing or nursing administration with beginning competence in research. Many of the graduates are engaged in careers in health care as clinical nurse specialists or in administrative positions. Other graduates are in university positions which encompass teaching and research.

Admission

A candidate must hold the B.Sc.N. of the University of Toronto or an equivalent degree. Candidates for the degree of Master of Science are accepted under the general regulations of the School of Graduate Studies. Candidates must have obtained a mid-B standing in the final year of undergraduate study and, in addition, must have obtained at least B standing in the next-to-final year. It is expected that the student will have obtained good academic standing in non-nursing as well as nursing courses. Candidates are requested to submit two letters of reference, a curriculum vitae and a statement of goals.

The applicant should have successfully completed an introductory course in statistics. If this is not possible prior to admission, the program of the first year must be planned to include such a course.

Deadline for application is February 1.

Program and Degree Requirements

To qualify for the degree a candidate shall successfully complete a program of study approved by the Graduate Department of Nursing Science. The program must include a thesis to be based upon an approved research problem. Before the recommendation for degree is forwarded to the School of Graduate Studies, the final version of the thesis, amended as necessary following the oral defense, must be approved by the thesis supervisor and one unbound and two bound copies must be submitted to the Graduate Department of Nursing Science.

Candidates may complete the program of studies for the degree in a minimum of two academic sessions of full-time study.

The program is available on a part-time basis. However, the Faculty reserves the right to limit the number of students accepted for part-time study.

All requirements for the degree must be completed satisfactorily within four

calendar years for full-time study, and within six calendar years for part-time study, from the date of the student's first enrolment in the program leading to the degree of Master of Science.

Courses

Required Courses

NUR1017F	Theoretical Developments in Nursing
NUR1020F	Conceptualization and Design of Nursing Research
NUR1070B	Integration of Theory/Research in Practice
THS9999Y	Thesis

Elective Courses

A minimum of five half-course electives are required. Normally, three half-courses will be selected from the list, "Elective Courses for Area of Concentration," and the remaining courses either from the list, "Open Electives," which are offered in the Graduate Department of Nursing Science, or from courses offered in other graduate departments. Students are encouraged to take at least one of their half-courses in a graduate department other than Nursing. Courses from the open elective list will only be offered if there is sufficient enrolment.

Elective Courses for Area of Concentration

NUR1019F #a	Perinatal Physiological Adaptations
NUR1033F #a	Advanced Psychiatric Nursing Theory
NUR1034F	Program Planning and Evaluation in Nursing (not offered in 1993/94)
NUR1041S	Contemporary Family Theories: Implications for Nursing Research and Practice
NUR1043H *+	Theories of Interpersonal Process
NUR1050H *+	Coping With Illness
NUR1051S	Assessment and Management of Common Responses To Illness
NUR1052S *	Perinatal Nursing Science
NUR1053F	The Clinical Challenges of Caring for Aging Persons: A Conceptual and Research Based Approach
NUR1054S	Working with Cognitively Impaired Older Persons: Theory and Research Considerations
NUR1055H *	Health Promotion and Disease Prevention in Nursing Practice (not offered in 1993/94)
NUR1056F #b	Designing Longterm Care Environments
NUR1060S	Management of Nursing Services
NUR1061S	Patient Information Systems/Workload Measurement

NUR1063F #a	Assessment and Management of Complex Responses to Illness
NUR1064F	Behaviour in Health Care Organizations
NUR1065F #b	Chronicity in Mental Illness: Critical Appraisal of Theory and Research

Open Electives

NUR1013F #b	Transcultural Health Care Issues
NUR1016F	Social and Political Issues in Health Care
NUR1018F #b	Semiotics and Health

* Course open to both Ph.D. and Master's students
\+ Offered in summer 1994.
\# Offered in alternate years only.
a Will be offered in 1993/94.
b Will be offered in 1994/95.

COURSE DESCRIPTIONS

Required Courses

NUR1080F
Theoretical Perspectives in Nursing Science. This course is a required course for doctoral students in the Graduate Department of Nursing Science. It takes Nursing Science itself as its subject matter, with the aim of fostering in the graduate student a theoretical appreciation of this discipline. The seminars and discussions will be organized around three different theoretical perspectives: (1) The perspective of science in general; (2) The perspective of health science; (3) The perspective of Nursing Science. 3 hours/week.

NUR1017F
Theoretical Developments in Nursing. The purpose of this seminar course is to study and discuss theoretical developments in nursing through careful description, analysis, comparison and critique of specific nursing theories, and other theories as they have been used in nursing. An overview of the nature of theory and critique, and of the relationship among philosophy, theory and science is presented as a basis for the evaluation of theoretical developments in nursing. The significance and influence, and the problem of theory for the practice of nursing is explored and is an emphasis of the course. 3 hours/week.

NUR1020F
Conceptualization and Design of Nursing Research. This course focuses on the early phases of development of a research proposal. Key content areas covered include the underlying assumptions in the inductive-naturalist and deductive-empiricist research paradigms; definition/conceptualization of a research problem from a nursing perspective; examination of the current state of knowledge in the area; and an overview of common nursing research designs. The expectation is that by the end of the course, the student will have begun the development of a proposal which could ultimately become her/his M.Sc. thesis. 3 hours/week.

NUR1070B
This course includes a concentrated period of practice and student/faculty seminars aimed at examining complex nursing practice or administrative issues and problems.
Prerequisites: 1) completion of all course work, and 2) approval of proposal by the Thesis Committee.

THS9999Y
Thesis. A research problem, related to the student's area of concentration, is identified and used as the basis for designing and conducting a study, the report of which is the thesis. The research for the student thesis will normally be part of a faculty research project.

Elective Courses for Area of Concentration

NUR1019F
Perinatal Physiological Adaptations. Implications of altered physiological functioning during pregnancy, fetal and neonatal life for perinatal nursing practice and examination of the research basis for selected nursing management strategies will be the focus of seminars. Concepts and principles from perinatal physiology, perinatal endocrinology, and perinatal pharmacology as they relate to the maternal/fetal/neonatal unit will be explored and analyzed. 2 hours/week.

NUR1033F
Advanced Psychiatric Nursing Theory. Traditionally psychiatric nursing has employed psychodynamic principles as the theoretical basis for practice. However, within the last two decades psychiatric nursing has been influenced by numerous forces, including deinstitutionalization, the remedicalization of psychiatry and consumerism. The consequences of these dramatic shifts within psychiatry will be examined and the current state of psychiatric nursing practice will be critically analyzed. The validity of the psychodynamic model for psychiatric nursing practice will receive particular attention. Historical origins and theoretical components of the psychodynamic model will be examined; emphasis will be placed on the centrality of these theoretical perspectives to other relevant concepts such as, control, self efficacy, meaning of illness and social support. Research studies will be critiqued and consideration will be given to futuristic models of psychiatric nursing practice. 2 hours/week.

NUR1034F
Program Planning and Evaluation in Nursing. This course will focus on the aspects of nursing and its practice concerned with program planning and evaluation for groups, aggregates, and communities. There will be an emphasis on program planning and evaluation related to disease prevention and health promotion. Students will have the opportunity to analyze current knowledge, theory, models, and research findings for their relevance to program planning and evaluation. The impact of consumer involvement, and political and social forces on program development and evaluation will be included. 2 hours/week.

NUR1041S
Contemporary Family Theories: Implications for Nursing Research and Practice. Students will review and critique the theoretical perspectives about "the family" that have influenced nursing practice, research and theory development. Traditional perspectives (e.g. structural-functional, developmental and systems) and newer, evolving perspectives (e.g. feminist, post-structural and critical) will be examined. The central tenets and underlying assumption will be critiqued in terms of their implications for nursing research, nursing practice and health care policy developments. 3 hours/week.

NUR1043H
Theories of Interpersonal Process. Regardless of the clinical setting in which practice occurs, a fundamental aspect of clinical practice is communication. Communication is dependent upon the clinician's ability to establish an effective working relationship with his or her client(s). Clinicians often work with clients to examine treatment options and modify lifestyles. The course will examine some of the major theoretical constructs that influence the interpersonal process. Particular attention will be paid to how an individual develops a sense of self. It will be shown that the sense of self determines how one is with people, how readily one can hear others and change behaviours. These abilities will be examined from both the clinician and the client perspective. In addition, these qualities will be considered in the ability to work effectively with other disciplines. Object relations theory will be the primary theoretical perspective for examination of the interpersonal process although other theoretical perspectives will be considered. 2 hours/week.

NUR1050H
Coping With Illness. This course will critically examine theoretical and research literature regarding how people cope with acute and chronic illness. Although a number of theories of coping will be examined, the work of Lazarus and his associates will provide the framework for examining the various factors which affect coping. The topics which will be explored in-depth are those which have particular relevance for nurses who are caring for patients and families who are coping with an illness including such topics as social support, uncertainty, self-esteem, control. Research which examines how these factors influence coping will form the basis for examining nursing interventions. Factors which influence a person's ability to cope with acute events, such as surgery or threatening procedures, and chronic situations such as a chronic illness will be explored. 3 hours/week.

NUR1051S
Assessment and Management of Common Responses To Illness. The course will critically examine current research findings regarding the efficacy of specific nursing interventions for managing commonly encountered responses to illness. The relevance of the findings for clinical nursing practice will be discussed. Included topics will be the stress response, pain, fatigue, nausea, dyspnea, and impaired sleep. 2 hours/week.

NUR1052S
Perinatal Nursing Science. Within a theoretical framework of person-environment interaction, this course involves a critique of salient theories, research studies, and sociopolitical forces relevant to perinatal nursing. Studies examined in each segment of the course will include those concerning the "normal" and "high-risk" woman and her fetus/newborn. 3 hours/week.

NUR1053F
The Clinical Challenges of Caring for Aging Persons: A Conceptual and Research Based Approach. This course will review and critique theoretical and research developments in the field of aging for their relevance to nursing assessment and caregiving of older persons and families. Applications of the critical findings will be explored through the study of specific phenomena using the following methods: examination of relevant literature and its significance for nursing assessment; development of assessment methods; comparison of assessment findings with the literature; selection and evaluation of approaches for caregiving; and the determination of future directions for knowledge building. The specific contribution of nursing to the interdisciplinary care of patients will be discussed. Field studies across a variety of settings will be required. 2 hours/week.

NUR1054S
Working with Cognitively Impaired Older Persons: Theory and Research Considerations. This course will examine the research in the area of cognitive impairment (specifically Alzheimer's disease and related disorders, and delirium) and evaluate its relevance for nursing practice. Nursing approaches to caring for individuals with cognitive impairment will be determined and evaluated. Areas for further nursing research will be identified. The principle of enhancing ability will be pursued. The organization of care of cognitively impaired older persons in institutions (acute and long-term care) and in the community will be critiqued and alternatives speculated upon. 2 hours/week.

NUR1055S
Health Promotion And Disease Prevention In Nursing Practice. The focus of this course will be on the aspects of nursing and its practice concerned with health promotion and disease prevention. The course will critically analyze current knowledge, theory and research in the area of health, health promotion and disease prevention to determine their relevance for nursing practice. Strategies and techniques based on current theories and research findings will be examined in terms of their relevance and effectiveness in promoting health and preventing disease. The impact of personal behaviour, the environment, and social policy on health, health promotion and disease prevention will be critically examined. 3 hours/week.

NUR1056F
Designing Longterm Care Environments. The field of longterm care is changing rapidly, driven by cost constraints, increasing numbers of dependent old

people and shifting values about what should be provided and where longterm care should take place. This course will examine a variety of philosophic positions behind models of longterm care including the medical model, the social model and the recreational/leisure model and issues related to quality of life versus quality of care. Research on the needs of people of various ages who cannot function independently will be reviewed as a basis for understanding the types of services they require. The particular needs of the cognitively impaired versus frail or physically disabled adults and children will be explored and appropriate environments examined. Concepts of control, risk, supervision, support, and care will be examined as they relate to longterm care environments. The role of the family caregivers in the contribution to longterm care will be explored from the perspective of a stress and coping paradigm and from a formal worker paradigm. Types of services provided including supportive housing, home care, day care, respite, nursing homes, homes for the aged and chronic hospitals will be critiqued based on the evaluation of research literature. 2 hours/week.

NUR1060S
Management of Nursing Services. This course will critically analyze the elements of nursing administration through integration of systems theory, nursing theory and management theory. The course will highlight nursing administration issues and through analysis of leadership styles, decision-making theory and change theory examine new and creative ways for nursing administrators to influence the practice setting. 3 hours/week.

NUR1061S
Patient Information Systems/Workload Measurement. The purpose of this course is to analyze the development and use of patient information systems in the management of nursing and health care services. The primary focus of this course will be to examine the scientific basis of these systems in light of the use and misuse of these systems. 3 hours/week.

NUR1063F
Assessment and Management of Complex Responses to Illness. The course will critically examine current research findings regarding the efficacy of specific nursing interventions for managing some of the complex responses to illness. The relevance of the findings for clinical nursing practice will be discussed. Among topics included will be ischemia, edema, and altered wound healing, blood clotting and immunocompetence. For each topic current knowledge regarding its pathophysiological basis will provide the basis for critically examining current methods of assessment and intervention. The adequacy of various methods of assessment will be critically examined as well as their suitability for use with patients of different ages and different medical conditions. The research basis for various nursing interventions will be critically examined and directions for future research explored. 2 hours/week.

NUR1064F
Behaviour in Health Care Organizations. Three basic skills of the administrator are

conceptual, technical and human relations (Katz, 1955). The purpose of this course is to focus on and apply selected theories to strengthen the human relations skills of the student. It is a companion course to NUR1060H (Management of Nursing Services). Group process theories of Luft, Tuckman and Jensen; Herzberg's motivation-hygiene theory and Vroom's expectancy theory of motivation; the Thomas and Killman conflict model and Styles' collaborative model will be examined in the context of individual and group relationships in nursing and health care, and the impact on organizational effectiveness. 2 hours/week.

NUR1065F
Chronicity in Mental Illness: Critical Appraisal of Theory and Research. The consideration of chronic mental illness cannot be separated from a consideration of the social, political and economic forces that have influenced policies and conditions affecting chronically mentally ill persons. Chronic mental illness has been described as having four defining characteristics: 1) severity, referring to degree of impairment and loss of ability to function, 2) contagion, referring to effects on family and contacts of the ill person, 3) permanence, referring to the recurring and episodic nature of the illness, and 4) stigma, referring to the negative connotations attached to the illness by others. In all of these areas, the response of the community, in terms of support and resources, is crucial. This course examines theory and research related to the condition of chronic mental illness and to the treatment approaches being used in this health care situation. 2 hours/week.

Open Electives

NUR1013F
Transcultural Health Care Issues. This course will explore theoretical concepts related to culture, health and illness and apply them to nursing practice in a multicultural society. Seminars will focus upon similarities and differences in health values, beliefs and practices between various ethnic groups as well as comparing these groups to the dominant society. The influence of culture and ethnicity upon health practices throughout the life cycle will be studied. Emphasis in the course will be upon issues and problems relevant to nursing practice, education and research. A small field study involving a family from another ethnocultural group is required. 2 hours/week.

NUR1016F
Social and Political Issues in Health Care. This course will identify and critically examine current issues affecting the health care system. The structure of the current system, policy initiatives as well as relevant legislation will be examined. The role of the nurse, other providers and the public in influencing the system will be addressed. 2 hours/week.

NUR1018F
Semiotics and Health. Major works in structural and semiotic studies will be drawn on to illuminate four fundamental arts in nursing: interpretation, translation, reconstruction of meaning, and symbolic action. Readings will include selections from C.S. Peirce, F. deSaussure, C. Levi-Strauss, N. Frye, J. Lacan and V. Turner. Key concepts will be the sign, myth and ritual. The underlying thesis of the course is that caring in nursing is attending to meaning. 2 hours/week.

Student Assistance Program

The Ontario Student Assistance Program (OSAP) is available to students who are Canadian citizens or permanent residents to assist with educational and living expenses. OSAP loans are interest-free and non-repayable while the student remains enroled in full-time studies.

Information concerning the eligibility and assessment criteria may be obtained from Admissions and Awards, 214 College Street, University of Toronto (416) 978-7950. Application forms are available from the Faculty and Admissions and Awards.

Students from other Canadian provinces should apply through their provincial financial aid authority. Admissions and Awards can provide addresses, and in many cases, application forms.

Aboriginal Student Services and Program Bursary

The Office of Aboriginal Student Services and Programs has a special bursary fund for aboriginal students in Nursing. Please direct your enquiries to: AHPP, University of Toronto, 563 Spadina Avenue, 3rd Floor, Toronto, Ontario, M5S 1A8, 978-8227.

Ontario Work-Study Plan

This program is funded by the University and the Ministry of Colleges and Universities, and provides on-campus part-time employment to students with financial need in second year or higher. Information and applications are available at Admissions and Awards.

Part-time Students

Part-time students may also apply for OSAP assistance. However, the following programs may be of greater benefit in certain situations.

The Federal Government has established a loan program for part-time students. Unlike OSAP loans, part-time Canada Student Loans are repayable beginning 30 days after the loan is received.

The Ontario Special Bursary Plan provides assistance to part-time students in serious financial need. Bursaries cover direct educational expenses such as tuition, books, and transportation.

Further information and application forms may be obtained from Admission and Awards.

ADMISSION SCHOLARSHIPS

Undergraduate Program

The University of Toronto seeks to recognize the most outstanding first-year admission applicants by awarding **University of Toronto Scholars**. These scholarships, valued at $1500.00 may be held in any program of study at the University. This scholarship is not renewable.

The following scholarships and bursaries are tenable only in the Undergraduate Program of the Faculty of Nursing:

Manuel and Anne Belle Pusitz Admission Scholarships.
From interest on the bequest of Dr. Manuel E. Pusitz. Awarded to two students entering Year I of the Undergraduate Program for outstanding academic performance in the Ontario Secondary School courses prescribed for admission to the Faculty. Value: approximately $1000 each.

Kathleen Russell Admission Scholarship
Bequest of Miss Elsie Watt, awarded to a student entering Year I of the Undergraduate Program for outstanding academic performance in the Ontario Secondary School courses prescribed for admission to the Faculty. Value: interest on a capital sum, approximately $1500.

Barbara Cody Admission Scholarship, M. Jean Wilson Admission Scholarship
From the Governing Council of the University of Toronto. Awarded to two students entering Year I directly from secondary school who have obtained a Grade XIII (or equivalent) average of at least 85%. Value of each award: $1,000

Alumni Association Scholarship for Registered Nurses
The Faculty of Nursing Alumni Association offers an admission scholarship to a graduate of a diploma nursing program who has been offered admission to the undergraduate program as a full-time student. Selection is based on leadership potential as well as involvement in activities and organizations related to nursing. Applications are available from the Faculty Secretary, Faculty of Nursing. Value of award: $1,000.

IN-COURSE AWARDS AND LOANS

Undergraduate Program

1. Faculty of Nursing Incourse Scholarships

(a) In order to compete for the following five in-course scholarships, a student must carry a regular course program load, as described on page 16, 17 or 19 during the winter session:

Nancy Coles Blackburn Memorial Scholarship
From interest on a capital sum. Awarded to a graduate of the B.Sc.N. Program who has ranked in the upper half of the Year IV class but not necessarily have carried a full courseload, and has demonstrated excellence in Community Health Nursing.

Florence Emory Prize
From interest on the bequest of Athol L. Cherry. Awarded for excellent academic performance in Year III. Value: $100.

Alice Girard Prize
Awarded in the final year to a registered nurse who is registered as a full-time student. Consideration will be given to both academic performance and demonstrated ability in the nursing field. From interest on a capital sum.

Nora J. Greenslade Prize
Awarded to a student with outstanding achievement in the final year who has demonstrated the pursuit of excellence in both academic and clinical areas. From interest on a capital sum.

Kathleen Russell Scholarship
Bequest of Miss Elsie Watt. Awarded for excellent academic performance in Year I and Year III. From interest on a capital sum.

M.J. Wilson Scholarship
From interest on a capital sum. Awarded to a Year II and Year IV student with the highest academic standing who is taking a regular course load.

(b) Both regular and irregular program students may compete for the following scholarships. To be eligible for consideration, irregular program students must carry a minimum course load as follows, during the winter session:

Year I	5.0
Year II	4.0
Year III	5.0

Bloorview Childrens Hospital Foundation Undergraduate Award
Awarded to a student in the final year of the Bachelor of Science in Nursing Program who has an interest in working with physically disabled children/young people in long-term care in Canada. Completed applications must be submitted to the Faculty Secretary, Faculty of Nursing, by mid-April of the applicant's third year. Value: $800

Manuel and Anne Belle Pusitz Incourse Scholarships
From interest on the bequest of Dr. Manuel E. Pusitz. The value of this scholarship varies from one year to the next. Approximately eight awards will be available.

Edwin Chau Memorial Scholarship
From a donation from the estate of the late Edwin Chau, at the request of his daughter, Dr. Grace Bradley. This scholarship is awarded to a student in the graduating year who is committed to the care of patients of any age who are suffering from a debilitating chronic illness. Applications must be submitted by mid-February of Year IV to the Faculty Secretary. From interest on a capital sum.

Queen Elizabeth II Toronto Sesquicentennial Scholarship in Public Health Nursing
Established by the City of Toronto Council to commemorate the 1984 visit of Her Majesty Queen Elizabeth II to Toronto. Awarded to the Year IV student deemed most likely to contribute to Public Health Nursing and most deserving of such assistance. Candidates must rank in the upper half of their Year III class and have carried a minimum credit course load of 5.0 during the winter session. Preference will be given to candidates who are proficient in a language besides English and whose intent is to work with multicultural families.

Completed applications must be submitted to the Faculty Secretary, Faculty of Nursing, by the end of June. Students are advised to obtain the application forms by mid-March of Year III. Value: $5,000.

2. Other Incourse Awards

Frances Jeckell Crozier Award
Presented to a member of the graduating class who, in the opinion of Faculty members and peers, combines a rich blend of scholastic competence, involvement in the activities of Faculty and a concern for people. This award has no monetary value.

The Jacqueline Fenwick Bursary Fund
This fund provides financial assistance to students demonstrating financial need, registered in the B.Sc.N. program. Apply through the Faculty Secretary, Faculty of Nursing.

Ada Flaxman Loan Fund
Bequest of Dr. Claire Clausen in memory of his wife, Ada Flaxman, a graduate of the Toronto General Hospital School of Nursing. Loans are available to students in all years of the Undergraduate Program who demonstrate financial need. Apply through the Faculty Secretary, Faculty of Nursing.

Kellogg Loan Fund
Short-term loans are available to students in the two final years of the Undergraduate Program who demonstrate financial need. Apply through the Faculty Secretary, Faculty of Nursing.

Faculty of Nursing Alumni Bursaries
Available to students demonstrating financial need, registered in the Faculty of Nursing in a full-time program. Application may be made at any time during the winter session through the Faculty Secretary, Faculty of Nursing.

James H. Rattray Memorial Bursaries
Awarded to students registered in the Faculty of Nursing, on the basis of financial need. Application may be made through the Faculty Secretary, Faculty of Nursing. Value: $200.

University of Toronto Bursaries
Bursaries with a maximum value of $700 are awarded on the basis of need to students who encounter financial difficulties during the school year. Application forms are available from the Faculty Secretary, Faculty of Nursing.

***University of Toronto Alumni Loan Fund**
An emergency loan fund available to full-time undergraduate students in their second and subsequent years, and to graduate students. Apply to Alumni House, 21 King's College Circle, Toronto, Ontario M5S 1A1.

Johnson and Johnson Nursing Leadership Award
Awarded annually to a graduating member of the Canadian Nursing Students Association who has made an outstanding contribution to the advancement of the nursing profession. Selection will be made on the basis of leadership qualities and dedication to nursing shown by the candidate while he/she is a member of CNSA. Applications are available through the CNSA delegate, and must be submitted to the CNSA vice-president by early November of Year IV. Value: Monetary Award.

RNAO Permanent Education Fund Loans
Each year five loans are available from the RNAO to basic students who have been a member for a minimum of one year prior to application. Applications are available from the RNAO Services and Benefits Coordinator, (416) 923-3523 or 1-800-268-7199.

FOR REGISTERED NURSES ONLY

Joint Scholarship Program for Registered Nurses
The Faculty of Nursing, University of Toronto and a number of its affiliated clinical agencies are offering joint scholarships to Registered Nurses interested in pursuing a Bachelor of Science in Nursing. Scholarships, to cover the cost of tuition, will be available to those nominated by the nursing departments or administration at their place of employment. Candidates must satisfy the academic requirements necessary for admission to the Faculty of Nursing, University of Toronto.

The number of scholarships is limited but once granted, the award will cover tuition costs for the entire degree. Students entering the program will be responsible for the initial application fee and all incidental fees.

Application forms are available from the nursing departments of the participating agencies. Clinical agencies are responsible for nomination of the candidates and submitting their decision in writing to the Admissions Officer and Faculty Secretary, Faculty of Nursing.

Alumni Association Scholarship for Registered Nurses (see Admission Scholarships, p. 72)

***Canadian Nurses Foundation Awards**
The CNF study awards are valued between $1,000 and $6,000. Awards are made for all levels of post graduate education and are available to registered nurses who are a member of the Canadian

Nurses Foundation and Canadian Nurses Association, and who are students in a baccalaureate program in Nursing or a Masters or Doctoral degree program. Book awards are also available. Awards are based on excellence, and consideration will be given to: intellectual ability, proficiency in nursing, involvement in professional and community associations, potential for distinguished achievement in nursing, professional career plans and potential for success in the program selected. Application forms are available after November 1, and must be postmarked by April 15. There is a non-refundable $40 application fee.

Small Research Grants, up to $2,500 are also available as "seed money" for pilot studies, evaluation projects and facilitation grants. The competition commences January 1 and ends July 31 of each year.

For further information, write: Administrator, Canadian Nurses Foundation, 50 The Driveway, Ottawa, Ontario K2P 1E2.

***Registered Nurses Association of Ontario (RNAO) Foundation**
The RNAO Foundation offers to RNAO members and Student Associate members scholarships for Basic, Post-Basic, and Graduate levels of nursing education. For details of Scholarships refer to the Annual RNAO Education Guide or contact: RNAO Foundation, Scholarship Committee, 33 Price Street, Toronto, Ontario M4W 1Z2 (416)923-3523 or fax (416)923-4494.

***Florence J. Potts/Anne Blair Shuttleworth Bursaries**
Awarded to a registered nurse, with a minimum of one year's nursing experience, for full-time university study at the undergraduate or Master's level. Preference will be given to members of H.S.C. Nursing Alumnae Association. Where there are no Alumnae applicants, consideration will be given to applicants currently on staff at H.S.C.
Apply to the Alumnae Association, School of Nursing, The Hospital for Sick Children, c/o Mrs. Elizabeth Walker, 89 Elizabeth Street South, Brampton, L6R 1R3. Deadline for application is May 1.

***The Royal Victoria Hospital School of Nursing Alumnae Association Bursary, The Jean Allison Memorial Bursary, The Marion Copp Memorial Bursary**
Available to graduates of the Royal Victoria Hospital School of Nursing, accepted in an approved university program. Apply before March 31 to: Alumnae Office, Room H455, 687 Pine Avenue W., Royal Victoria Hospital, Montreal, Quebec H3A 1A1. Value: $1,500 each.

***RNAO Permanent Education Fund**
This special program provides assistance to registered nurses who want to further their education at or beyond the baccalaureate (degree) level, full-time only. Contact: Administrative Assistant, Member Programs Dept., RNAO, 33 Price Street, Toronto, Ontario, M4W 1Z2. Phone: 923-3523 or toll free, 1-800-268-7199. Value: up to $2,000

Saint Elizabeth Visiting Nurses' Association of Ontario Bursaries
Saint Elizabeth Visiting Nurses' Association Bursaries are awarded to registered nurses entering the final year of the B.Sc.N. program. Employment commitment. Apply to the Director of Nursing Service, 10 Gateway Boulevard, Suite 650, Don Mills, Ontario. M3C 3A1.

Sunnybrook Volunteer Association Bursary
Bursaries are available for study in nursing programs. Open to nursing staff at Sunnybrook Medical Centre. The applicant must demonstrate clinical/leadership potential and plan to spend one year on staff at Sunnybrook Medical Centre for each year a bursary is received. Bursaries are donated by the Sunnybrook Medical Centre Volunteer Association, the W.P. Scott Foundation and SMC's participation in U of T Joint Bursary Program. Applications are available from the Department of Nursing Staff Education, Sunnybrook Medical Centre, Toronto, M4N 3M5.

***St. John Ambulance Bursaries**
Bursaries from the St. John Ambulance (Margaret MacLaren Memorial Fund) will be awarded, for full-time study in Canada, to student nurse applicants entering diploma programs or advancing their nursing education in Baccalaureate programs. Bursaries from this fund may also be awarded to experienced Registered Nurses for study at the Master's level in the field of Community Nursing or equivalent. Preference will be given to qualified applicants who are volunteers with St. John Ambulance. Application forms should be obtained by the individual applicants by writing to the Provincial Council of St. John Ambulance in their province of residence. Requests for these forms must be made after January 1st of each year. Completed application forms should be returned to the appropriate Provincial Council of St. John Ambulance not later than March 1st of each year.

Victorian Order of Nurses for Canada Awards
Awards of up to $3,500 may be awarded to registered nurses enroled at a Canadian university in the final year of a basic or post-basic degree program related to a health service(s) or an administrative occupation. Negotiated position with VON required to qualify. For information, write to Susan Biggs, Director, Human Resources, V.O.N. for Canada, 5 Blackburn Avenue, Ottawa, Ontario K1N 8A2.

White Sister Apparel Inc. Jules Stucken/RNAO Scholarship in Baccalaureate Nursing
This program is available to an RNAO member studying at the Baccalaureate level and is awarded at the RNAO Annual Meeting. The amount of the Scholarship is $2000. For details contact: Administrative Assistant, Member Programs Dept., RNAO, 33 Price Street, Toronto, Ontario, M4W 1Z2. Phone 923-3523 or toll free 1-800-268-7199.

*Bursaries and loans marked with an asterisk are also available to graduate students. For further information on awards or fellowships available to graduate study, please consult the School of Graduate Studies Calendar.

Graduate Program

Bloorview Childrens Hospital Foundation Graduate Award
An annual award of $1500 is offered to a student who: (1) is entering the second year of the Master's program, and (2) has a clinical interest in physically disabled infants through to young people in their twenties and in long term care in Canada. This interest must be reflected in the research undertaken for the student's thesis. Applications must be submitted by March 31 to the Chair of the Awards Committee, Graduate Department of Nursing Science.

Heart and Stroke Foundation of Canada Nursing Research Fellowship
For nurses undertaking research in the cardiovascular or cerebrovascular fields leading to a Master's or Doctoral degree. Applications should be made to 160 George Street, Suite 200, Ottawa, Ontario K1N 9M2. (613) 237-4361 or Fax (613) 234-3278.

Canadian Nurses' Respiratory Society Fellowships and Research Grants
For Master's or Doctoral study in the clinical specialty of respiratory nursing in an approved program. Applicants must be CNRS members. Application should be made to the Canadian Lung Association, 1900 City Park Drive, Suite 508, Gloucester, Ontario K1J 1A3 before November 1.

****Dean's Society Graduate Fellowship**
An annual award of $5000 offered in the fall of each year. Recipient must be registered for full-time study with high academic achievement. Preference may be given to a second year student. No formal application necessary.

Faculty of Nursing Alumni Graduate Emergency Bursary
Awarded on the basis of academic performance and financial need to a student registered in the Graduate Department of Nursing Science, University of Toronto. Applications are made to the Chair of the Awards Committee, Graduate Department of Nursing Science. Value: up to $500.

****Florence Emory Fellowship**
Award of $3,500 is offered by the Faculty of Nursing Alumni Association to a student who has been accepted for full-time registration in the Master's program who intends to work in nursing following graduation and who is in need of financial assistance. Apply not later than March 31 to the Chair of the Awards Committee, Graduate Department of Nursing Science.

Maurice Legault Fellowship in Clinical Cancer Nursing
Awards are offered by the Canadian Cancer Society to assist nurses to gain the special skills necessary in caring for cancer patients and to encourage nurses to pursue a career in oncological nursing. For information and application forms, write to the Canadian Cancer Society, National office, 10 Alcorn Ave., Suite 200, Toronto, M4V 3B1.

The National Health Research and Development Program (NHRDP)
The program provides support for the training and career development of health researchers. For further information, write to Extramural Research Programs

Directorate, Health Services and Promotion Branch, Health and Welfare Canada, Ottawa, Ontario K1A 1B4.

****University of Toronto Open Graduate Fellowships**
Available to full-time Master's and Doctoral degree students. A student's application for admission with required documentation must be filed with the School of Graduate Studies by February 1st of each year. Awards are made on the basis of academic merit. Currently registered students must have applied the previous autumn for a provincial (OGS) or federal scholarship to be eligible for University of Toronto Open Graduate Fellowships. No formal application is necessary.

****Ontario Graduate Scholarship (OGS)**
The Government of the Province of Ontario offers a number of Graduate Scholarships. Applicants must have a high level of academic achievement with first-class standing in their major subject areas. Applications and related required documents must be submitted in the early fall for the subsequent academic year. Further information may be obtained from the Chair of the Awards Committee, Graduate Department of Nursing Science.

Ontario Ministry of Health
Awards are available to Master's and Doctoral degree candidates for research training in clinical or community health areas. For information and application form, write to Supervisor, Grants Administration, Policy Development and Research Branch, Ministry of Health, Hepburn Block, 8th Floor, Queen's Park, Toronto, M7A 1R3.

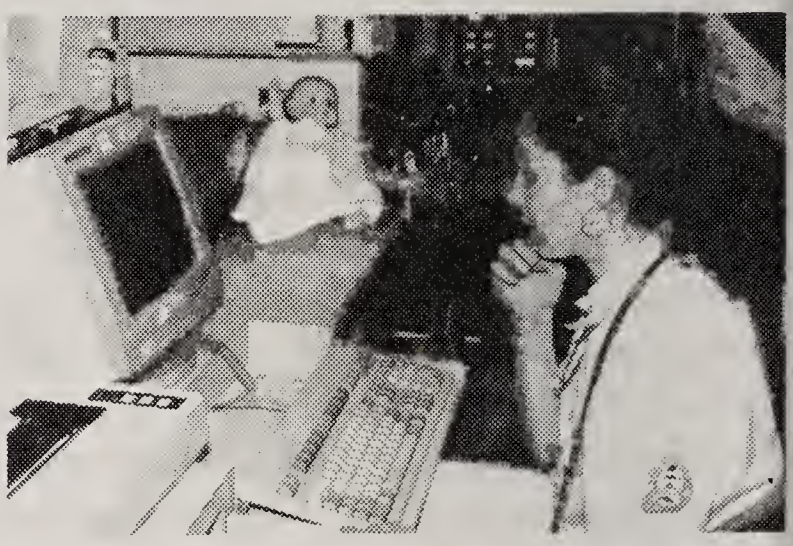
Ontario Nursing Home Association Fellowship
An award of $750 is offered annually to a nurse registered full-time in the Master's Degree Program. Candidates must have a serious intention of practising in the area of gerontological nursing in Ontario following graduation. Preference will be given to applicants specializing in the care of the institutionalized elderly. Apply by March 31 to the Chair of the Awards Committee, Graduate Department of Nursing Science.

****Heart and Stroke Foundation of Ontario**
Three fellowships of $3,000 are offered to nurses who have been accepted for full-time registration in the graduate program leading to a Master's degree. Candidates must have a serious intention of practising in cardiovascular or cerebrovascular nursing in Ontario following graduation. Applications must be submitted by March 31 to the Chair of the Awards Committee, Graduate Department of Nursing Science.

****The Manuel and Anne Belle Pusitz Graduate Scholarship**
Competition for this scholarship is open to students who: (1) demonstrate financial need; (2) have demonstrated successful achievement in the first year of the Master's program; (3) are enroling in the second year of the program for full-time study. Preference may be given to an international student. The value is dependent upon income from the trust. Approximate value: $3,000. Apply not later than March 31 to the Chair of the

Awards Committee, Graduate Department of Nursing Science.

Registered Nurses Association of Ontario (RNAO) Foundation
The RNAO Foundation offers to RNAO members and Student Associate members scholarships for Basic, Post-Basic, and Graduate levels of nursing education. For details of Scholarships refer to the Annual RNAO Education Guide or contact: RNAO Foundation, Scholarship Committee, 33 Price Street, Toronto, Ontario M4W 1Z2 (416)923-3523 or fax (416)923-4494.



White Sister Apparel Inc., Murray Rossman/RNAO Scholarship: Graduate Level
This Scholarship is available to an RNAO member studying at the Master's or Doctoral level and is awarded at the RNAO Annual Meeting. For details contact: Administrative Assistant, Member Programs Dept., RNAO, 33 Price Street, Toronto, Ontario M4W 1Z2. Phone 923-3523 or toll-free 1-800-268-7199.

**** Fellowships and scholarships described on pages 78 - 80 and marked with a double asterisk are administered through the School of Graduate Studies and therefore have the additional eligibility requirement of a B+ average in the applicant's last two years of study.**

HOUSING INFORMATION

Most of the University's students live at home in Toronto. The balance are divided equally between those who locate off-campus accommodation about thirty minutes travel time from classes and those who reside in a student residence. Each campus Housing Service maintains listings of available dwellings advertised by city landlords and by students seeking others to join them. The University of Toronto Housing Service in the Koffler Student Services Centre also serves as a year-round source of up-to-date residence information as well as other information a student might need to assist in locating and arranging suitable housing.

Residences

Residences for both graduate and undergraduate, single students are located on all three campuses of the University. Students wishing more information should contact the Housing Service for a list of residences with address and phone number, cost, and eligibility criteria.

Family Housing

Family housing is available in 710 apartments on the St. George campus and in 84 apartments on the Erindale campus. Priority for the unfurnished, university apartments is given to student families. The term "family" refers to students residing with their dependent children and to childless couples in a permanent relationship. Applications for these units should be obtained from the University of Toronto Housing Services and submitted at least twelve months before the desired date of occupancy depending on the type of accommodation requested. Students requesting this type of accommodation should apply as soon as they are seriously considering attending the university.

Off-campus Housing

The off-campus housing market has improved for tenants generally in Toronto, and there is ample accommodation available which is affordable for most students. Students who rent off-campus lodging use the lists of advertisements displayed in their Housing Services as they would the "classified" section of a newspaper, locating accommodation to meet their needs while staying in temporary housing which they arrange in advance of their arrival. The Housing Service at the Koffler Student Services Centre will provide a list of temporary accommodation on request.

For the winter academic session, some students rent their long-term housing from August 1 or October 1, avoiding the September 1 occupancy date which is popular with students at most post-secondary educational institutions in the city. Housing is usually advertised about three weeks in advance of the date it becomes available for occupancy and it generally takes one to three weeks for a student to locate suitable accommodation, depending on the typee of housing desired and the budget allotted for lodging. **Since accommodation is not inspected, the quality cannot be estimated or guaranteed. Therefore it is very important for students to meet with the**

landlord and inspect the premises before entering any agreement.

Cost

On average, with meals, residence will cost approximately $5600 for the eight-month, academic session. Modified meal plans may be available in some residences. Residences providing cooking facilities but no meal plan will cost approximately $2800. Fees are usually paid in two instalments at the beginning of each of the four-month fall and spring terms. Rent for the university apartments range from approximately $385 to $650 depending on the location and size of the unit, and is payable monthly. Rooms in shared houses or apartments off-campus generally cost students $300 to $350 per month. However, a student requiring a private apartment off-campus usually pay $400 to $500, $550 to $700 or $750 to $900 for a bachelor, one or two bedroom unit respectively.

More information can be obtained from the following offices: *University of Toronto Housing Service, St. George Campus, Koffler Students Services Centre, 214 College Street, Toronto, Ontario, Canada, M5T 1R2 (416) 978-8045; Erindale College (416) 828-5286, and Scarborough College, (416) 287-7365.

The Aboriginal Health Professions Program at the University of Toronto is pleased to offer accommodation to aboriginal students attending the university in full-time undergraduate or graduate programs in any of the faculties. There are five single, furnished rooms available from September to May in a detached home within walking distance for the university.

Students interested in this type of accommodation are requested to apply by letter to:

AHPP
University of Toronto
563 Spadina Avenue, 3rd Floor
Toronto, Ontario
M5S 1A8
978-8227

NEW COLLEGE

New College is open to students in the Faculty of Arts and Science and most professional faculties. This makes it possible for Faculty of Nursing students to become members of a college, although college membership is not obligatory except for students resident in New College.

Students entering Year I will receive application forms for New College membership along with their offers of admission to the Faculty. A college fee of $49 is required of all students accepted for membership at New College. Fees are subject to change.

New College is a multi-faculty college, the membership of which includes students from most divisions of the University. Because such a wide range of subject interests is represented, membership in New College can be an education in itself. The college affords a spirited and challenging environment in which students have the opportunity to

broaden their experience through meeting others in different fields. The College reflects, on a more personal level, the variety and diversity of the University as a whole.

College facilities and residences are housed in the same buildings to bring together all students, faculty and staff of the College. The academic and social facilities include the Donald G. Ivey Library, reading rooms, classrooms, common rooms, a large dining hall and snack bar, music practice rooms and other recreational areas.

New College offers a number of courses which may be of interest to professional faculty students as electives. In addition, College members may take advantage of the Writing Laboratory (for help in preparation of assignments and reports) and the Mathematics Tutoring Centre (for individual help with problems). A limited number of scholarships and bursaries are available to College members through the Registrar's Office.

Students wishing to be considered for residence accommodations should indicate this on the Supplementary Application Form from Admissions and Awards. Students entering higher years who wish to enter the residence or join the College as non-resident members should apply to the Dean of Women or the Dean of Men, New College.

OFFICE OF THE UNIVERSITY OMBUDSPERSON

As part of the University's commitment to ensuring that the rights of its individual members are protected, the University Ombudsperson investigates grievances or complaints against the University, or anyone in the University exercising authority, from any member of the University. The Ombudsperson offers advice and assistance with problems unresolved through regular University channels and can recommend changes in academic or administrative procedures where this seems justified. In handling a grievance or complaint, the Ombudsperson has access to all relevant files and information and to all appropriate University officials.

All matters dealt with by the Ombudsperson are handled in strict confidence unless the individual involved approves otherwise. The Ombudsperson is independent of all administrative structures of the University, and is accountable only to the Governing Council.

For further information, write or telephone the Office of the University Ombudsperson, University of Toronto, 16 Hart House Circle, Toronto, Ontario, M5S 1A1 (416) 978-4874.

SPECIAL SERVICES TO PERSONS WITH A DISABILITY

Special Services offers liaison with academic and administrative departments and off-campus agencies. The service provides advocacy and support for students with a wide range of hidden and obvious disabilities and health considerations and incorporates a learning disability division. Facilities include provision of adaptive devices and

equipment, note-taking and alternative exam conditions for those eligible, on-campus transportation where appropriate, access to computer labs, and personal and career counselling. The objective of the service is to facilitate the inclusion of students with special needs into all aspects of university life. Students are encouraged to discuss their individual needs with a member of the Special Services staff and all discussions are confidential. Special Services also provides information and resource material on health conditions and disability related issues.

The office is located at 214 College Street, Toronto, Ontario, M5T 2Z9. Liaison officers are available at Scarborough and Erindale Colleges.

For more information, please call - (416) 978-8060 (Voice) or 978-1902 (TDD). FAX# (416) 978-8246

HEALTH SERVICE

The University Health Service offers comprehensive family physician care. Contraceptive information, advice and prescriptions are readily available. The service will also try to advise appropriate referral if necessary.

All students must have the Ontario Hospital Insurance Plan (OHIP) or equivalent insurance coverage. (Application forms are available at the Health Service.) Services to uninsured persons are charged at OHIP rates.

Foreign students coming as landed immigrants or on a student visa for one full academic year are advised to go to the nearest OHIP office as soon as they arrive in the province to determine their eligibility for OHIP coverage.

The Health Service is located in the Koffler Student Services Centre, 214 College Street, (416) 978-8030. Hours: Monday-Friday, 9:00 a.m. to 5:00 p.m., Wednesday to 7:00 p.m. Appointments are encouraged.

CAREER CENTRE

The Career Centre provides career counselling and employment services to students, graduates and recent alumni. Career counsellors are available to assist students in the investigation of careers and clarification of goals in addition to the development of employment-related skills. The Career Resources Library will prove a valuable resource to students in the formulation of career plans and in their search for employment. It includes undergraduate and graduate calendars for universities and colleges in Canada, the U.S. and overseas, as well as a wealth of information on occupations, career planning and related subjects. Resources to help the job-seeker are extensive and include market research reports and information on potential employers. During the academic year, the Centre sponsors a series of career talks at which people from the professions and other fields discuss their career areas. Permanent employment is available to graduating students through the on-campus recruitment program which begins in September and runs until March. After that, recent graduates may seek employment through the Permanent Job

Registry. Summer and part-time jobs are also posted at the Centre. Seminars on all aspects of the job search are held regularly at the Centre and various other campus locations.

The Centre is located in the Koffler Student Services Centre, 214 College Street, Telephone number: 978-8000.

COUNSELLING AND LEARNING SKILLS SERVICE (CALSS)

The Counselling and Learning Skills Service works with women and men at the University of Toronto. We provide personal counselling, both individual and group, couples counselling, stress management and exam and other performance anxiety programs. Our therapeutic approach is person-centred and women-positive and we are sensitive to issues of race, gender, sexual orientation and to differences in individual abilities and needs.

CALSS also offers lectures, workshops, individual appointments and consultations on a wide variety of learning and study skills.

We are open nine to five Monday through Friday. For an initial interview with a counsellor, drop-in any Tuesday, Wednesday or Thursday morning. We are available in a crisis - emergency service operates throughout the week.

Our service is confidential and free. Funding is from the Provost through Student Affairs.

We are located on the mall at the Koffler Student Services Centre (St. George & College). Telephone 978-7970.

SEXUAL HARASSMENT EDUCATION, COUNSELLING AND COMPLAINT OFFICE

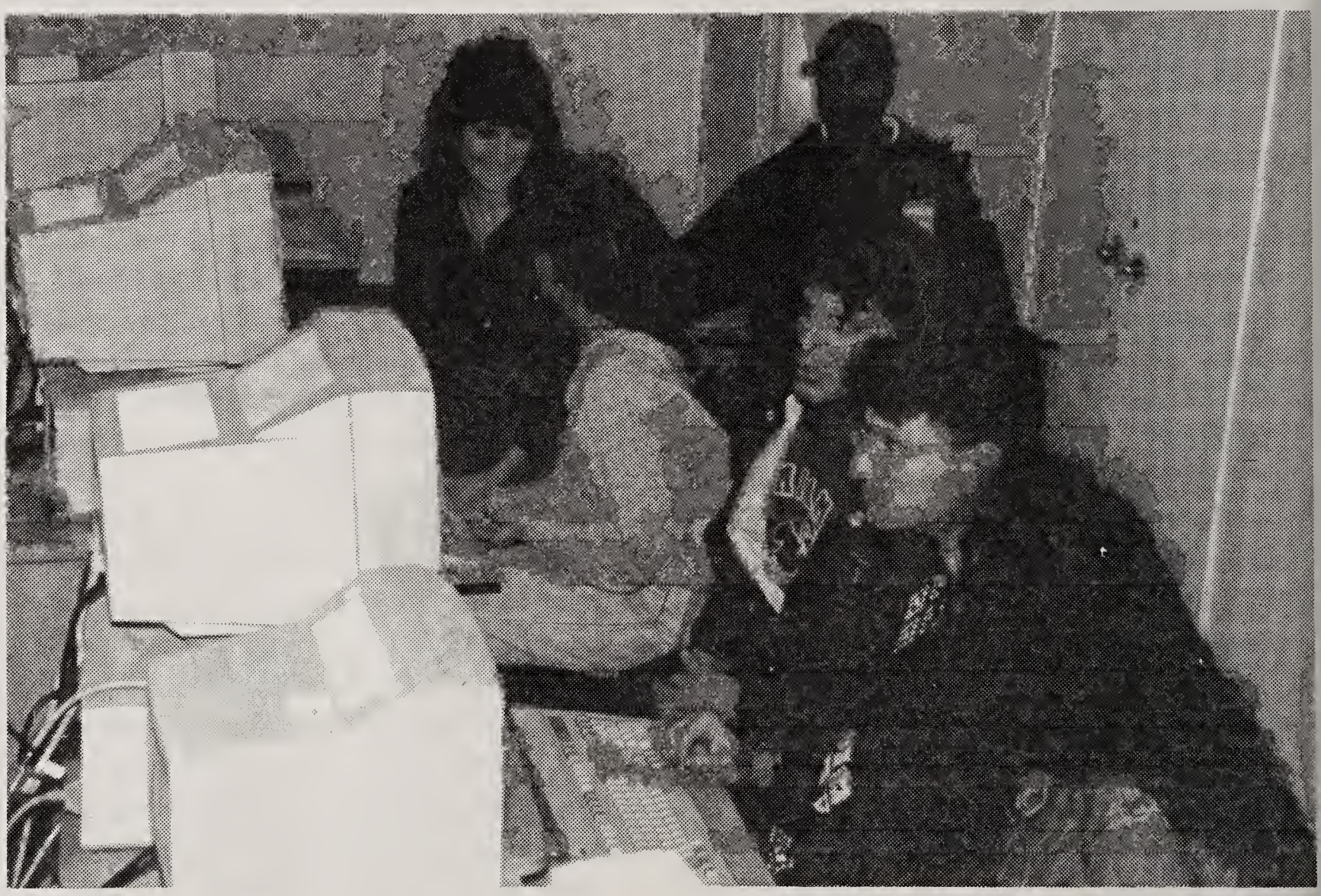
Sexual Harassment - be it verbal abuse, innuendo, unwelcome sexual advances, unwanted touching, or any offensive emphasis on the sex or sexual orientation of another person or group of people - is a serious offence. The University of Toronto endeavours to provide to all students, staff and faculty an environment free from sexual harassment. The University's Sexual Harassment Policy provides a procedure for making a formal complaint of harassment.

The Sexual Harassment Education, Counselling and Complaints Office was established to educate the University community on this issue, and the Officer provides workshops, training and educational resources. The Office also deals with complaints, on a completely confidential basis and can offer counselling and referrals both for complainants and for the alleged harassers. If you feel that you are being harassed, or are worried that a complaint may be made about your behaviour by someone else, contact the office. Unless you decide to make a formal complaint you need not give your name.

The Sexual Harassment Officer visits the Scarborough and Erindale campuses on a regular basis and can arrange to meet people from all three campuses at a time and place convenient to them. She is

available to take part in public discussions and classes and to provide information, referrals and resources; leaflets, posters, bibliographies, videos, copies of the Sexual Harassment Policy, and training materials, can also be supplied.

The office is at 455 Spadina Avenue (at College), Room 302. The office is open Monday to Friday, 9a.m. to 5 p.m. and can be open at other times by appointment. The telephone number is (416) 978-3908 - messages can be left on the machine if no-one is in the office.



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